

PROGRAMME GUIDE

POST GRADUATE DIPLOMA IN ANALYTICAL CHEMISTRY (PGDAC)



**Do visit ODTTEL integrated IOCG link
[http://iocg.ignou.ac.in/wiki/index.php/PGDAC:Post
Graduate Diploma in Analytical Chemistry](http://iocg.ignou.ac.in/wiki/index.php/PGDAC:Post_Graduate_Diploma_in_Analytical_Chemistry)
for more information**



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI - 110 068**

IMPORTANT INFORMATION

Minimum duration of the Programme : One year

Maximum duration of the Programme : Three years

Submission of Term End Examination (TEE) form*

Exam	Without Late Fee @ Rs.60/- per course	With Late Fee of Rs. 300/-	With Late Fee of Rs. 500/-	With Late Fee of Rs. 1000/-
June	1 st March – 31 st March	1 st April – 20 th April	21 st April – 30 th April	1 st May – 15 th May
December	1 st September - 30 th September	1 st October – 20 th October	21 st October – 31 st October	1 st November- 30 th November

* To be submitted at the Regional Centre

Submission of Assignments

- Follow the instructions mentioned in the Course Assignment Booklet.
- The validity of an assignment is only one year and it is to be submitted at the Study Centre.
- You will not be allowed to appear for TEE for a course if you do not submit specific number of assignments for that course.

In case you do not receive assignments with the print material, you can obtain a copy of the same from the Study Centre or Regional Centre or may download it from the IGNOU website -

**<http://www.ignou.ac.in> or from the ignouwiki link of the programme -
http://iocg.ignou.ac.in/wiki/index.php/PGDAC:Post_Graduate_Diploma_in_Analytical_Chemistry**

Schedule of Counselling Sessions and Laboratory Work

Please remain in contact of the Programme Study Centre Coordinator for the schedule and make sure that you attend all the laboratory sessions.

Teleconferencing and Interactive Radio Counselling

Please keep checking the students' zone on the website to know the schedules for Teleconferencing and Interactive Radio Counselling (IRC) sessions.

Readmission

Students who fail to complete the requirements in full or in part or fail to complete the requirement of attendance in practicals within the maximum span period prescribed have to apply for readmission as per the instructions given in Form No. 11 provided in the program guide. The readmission fee is charged @ Rs. 220/- per credit.

PROGRAMME GUIDE

Post Graduate Diploma in Analytical Chemistry (PGDAC)



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
SCHOOL OF SCIENCES
MAIDAN GARHI, NEW DELHI - 110 068**

May, 2013

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Further information on the Indira Gandhi National Open University courses may be obtained from the University's office at Maidan Garhi, New Delhi-110 068.

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Printed at: _____

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Dear Students,

Welcome to the **PG Diploma in Analytical Chemistry Programme**, offered by the School of Sciences, by a challenging distance teaching-learning process. This programme would not only cater to the needs of the chemists working in Industries, National laboratories, R & D organisations and academic institutions but also would be useful for all the science graduates aspiring to get employment in all these places. You would agree that having to combat competition at the national and international levels, the chemists working in the industry need to be academically revitalised for total quality management, good laboratory practices and modern analytical techniques. We hope this programme would be able to accomplish all these targets envisaged.

The programme comprises of a total of eight courses worth **32 credits** in all, one fourth being the laboratory courses. All the courses are compulsory and the details are given in Sec. 2.

The course material and the assignments will reach you after you are registered for this programme. Your **registration** for this programme will be valid for three years from the date of initial registration after which you will have to apply for **readmission** valid for one year.

You should be very careful about finishing and submitting your **assignments** on time as these are the continuous assessment tools carrying 30% of the total marks. All the details pertaining to the assignments will be given in the assignment booklet itself. The **Term End Exams** have 70% of total weightage of marks. These can be taken initially only after six months of the registration.

The **laboratory courses** have a continuous evaluation component with 70% weightage while the Term End has 30% weightage. The experiments are named **Guided** and **Unguided** respectively.

In order to facilitate your learning, there is a provision of **face-to-face counselling**. Each theory course has **7** sessions and each lab course has **14** sessions which will be held at the programme study centres. *Please note that the counselling schedules for the theory as well as laboratory courses will be given by the coordinator of the programme study centre. Therefore, it is advised to be in constant touch with the coordinator.*

There is lot more information about several negotiations you will come across while pursuing your study for the programme. The information or the source is available in the Programme Guide.

Please read and keep this Programme Guide very carefully and you will have minimum doubts about the frequently asked queries.

VISIT OUR WEBSITE & IGNOU WIKI FOR INFORMATION ON ALL FRONTS

<http://www.ignou.ac.in/>

[http://iocg.ignou.ac.in/wiki/index.php/PGDAC:Post Graduate Diploma in Analytical Chemistry](http://iocg.ignou.ac.in/wiki/index.php/PGDAC:Post_Graduate_Diploma_in_Analytical_Chemistry)

Wishing you **Good Luck** for the completion of the programme.

THE UNIVERSITY

The Indira Gandhi National Open University, established by an Act of Parliament in 1985, has emerged as the largest Mega University in the democratic world. To achieve the objective of widening access for all sections of society and providing continual professional development and training to all sectors of the economy, the University uses a variety of media and latest technology in imparting education.

The **mandate** of the University is to:

- provide access to higher education to all segments of society;
- offer high quality, innovative and need-based programmes at different levels, to all those who require them;
- reach out to the disadvantaged by offering programmes in all parts of the country at affordable costs; and
- promote, coordinate and regulate the standards of education offered through open and distance learning in the country.

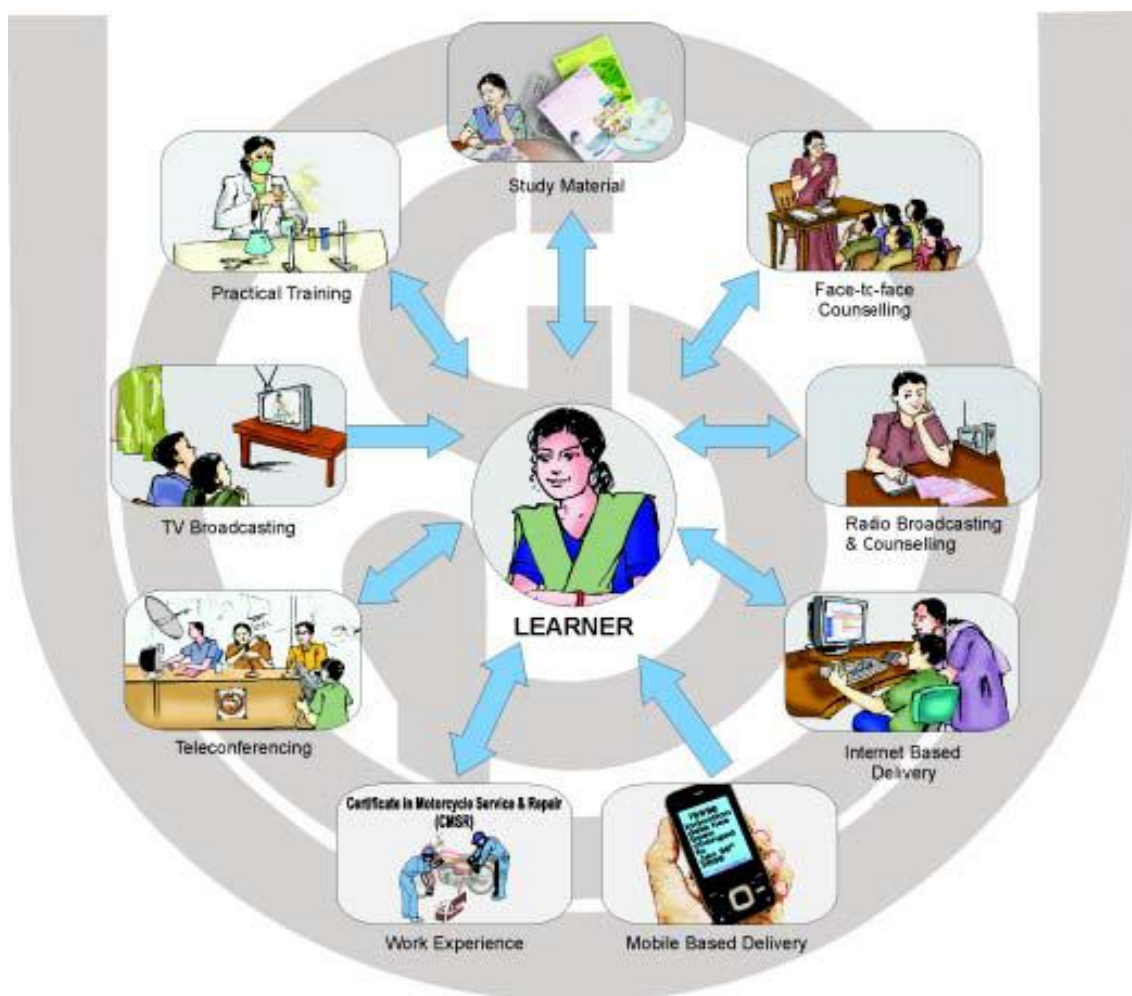
IGNOU has following **unique features**:

- National and international reach
- Flexible entry qualifications
- Wide range of academic programmes at affordable costs
- Diverse learner groups
- Modular programmes based on a credit system
- Rigorous course development mechanisms to ensure quality
- Multi-lingual and multiple media instructional packages
- Flexibility in terms of place, pace and duration of study
- Use of latest information and communication technologies for blended learning
- An effective and integrated student support services network
- Resource sharing, collaboration and networking with state open universities and distance education/correspondence course institutions
- Joint course offerings with a number of formal institutions of higher learning
- Collaboration with faculty and professionals in formal institutions of higher learning and industry for the design, development and delivery of courses.
- Walk-in admissions and examinations

The University provides multi-channel, multiple media teaching-learning packages for instruction and self learning. The different components used for teaching-learning include self-instructional print and audio-video materials, radio and television broadcasts, face-to-face counselling/tutoring, laboratory and hands-on experience, teleconferencing, video

conferencing, interactive radio counselling, interactive multimedia CD-ROM and internet-based learning, and the use of mobile phones for instant messaging.

For courses in Sciences, Computers, Nursing, Medical Sciences, Teacher Training and Engineering Technology, arrangements have been made to enable students to undertake practical classes/practice teaching at select study centres /work centres / Programme Study Centres.



The learner-centric instructional system of IGNOU

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PGDAC PROGRAMME

The chemists occupy positions in different capacities in industry and national laboratories. The list of industries is very large; a few to name are Fertilizers, Sugar and Confectionery, Food Processing, Paints, Plastics and Polymers, Detergents, Glass and Ceramics, Cement, Dyes and Textiles, Pharmaceuticals, Petroleum Refining & Petrochemicals, Steel and Alloys, etc. Apart from the above, chemists are employed in many national laboratories run by CSIR, ICAR, etc.

Post Graduate Diploma in Analytical Chemistry (PGDAC) is a continuing education programme designed and developed keeping in view the role of chemists played directly and indirectly in industry and national laboratories.

Background of the Programme

Seen against the demanding situation in which a chemist in an industry finds himself/herself, the training given through B.Sc. or in some cases even through M.Sc. curriculum is quite inadequate. While formulating a continuing education programme like PGDAC, adequate care and attention has been taken with respect to the of varied skill requirements such as practical work, problem tackling, information and quantitative skills, etc. The programme design was carried out systematically by holding an explorative workshop involving expertise from industry, academic institutions, professional/chartered bodies and Federation of industry. A thread bare discussion lead to the broad structure of the PGDAC programme.

Objectives of the Programme

The objectives of this programme are:

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- To provide training in modern analytical techniques to the learners.
- To provide appropriate theoretical background and develop practical skills for analysing materials even in trace amounts using modern analytical methods and instruments.
- To enable students acquire the analytical data and interpret the same using statistical principles.
- To inculcate a problem solving approach by coordinating different analytical techniques.

Programme Structure

This Diploma programme is worth **32 credits** and is spread over **eight courses**. Out of eight, 4 are theory courses of 6 credits each and 4 lab courses of 2 credits each. The basic structure of the programme is as given below.

S. N	Course Title	Codes	Credits
1	Basic Analytical Chemistry	MCH-001	6
2	Separation Methods	MCH-002	6
3	Spectroscopic Methods	MCH-003	6
4	Electroanalytical and Other Methods	MCH-004	6
5	Basic Analytical Chemistry Lab	MCHL-001	2
6	Separation Methods Lab	MCHL-002	2
7	Spectroscopic Methods Lab	MCHL-003	2
8	Electroanalytical and Other Methods Lab	MCHL-004	2

Duration of the Programme

To fulfill the requirements for acquiring the PGDAC programme, a student may clear all the courses in one year. If a student is unable to clear all the requirements of courses in 1 year s/he may be permitted to stretch it over a period of another 2 years. In case the student is unable to pass all the courses of PGDAC programme in 3 years, the student may be permitted to stretch it for another one year. In such cases, the student has to seek readmission as per the 'Re-admission' rules and pay the requisite fee. Please refer to **Form No. 5** for further information on Re-admission. The fee paid at the time of initial admission is valid for 3 years.

You may contact the Regional Centre for further information about the same. But, you are advised to pass all the courses successfully in 3 years.

Medium of Instruction

The medium of instruction is English only. The course material is also printed in English.

Fee Structure

At present the programme fee for PGDAC is Rs. 7,000/-. As and when it is necessary, the University can revise the programme fee, therefore, please refer to the **Student Handbook and Prospectus of your academic session** for recent information related to fee.

THEORY COURSES OF THE PROGRAMME

As stated above there are four theory and four laboratory courses in this programme which are worth six and two credits respectively. In this section a brief introduction of each of the course is given which gives an insight of the course. A list of units belonging to different blocks is given for an overall perception of the course.

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MCH-001 BASIC ANALYTICAL CHEMISTRY

CREDITS: 6

This is the first course of Analytical Chemistry programme and addresses to the basics of Analytical techniques in the first few units. The first unit gives a general perspective of the analytical chemistry on the whole. The second and third units are devoted to concepts like accuracy, precision types of measurements and evaluation of analytical data. Unit 4 deals with Sampling- the most important initial step crucial for any analytical measurement. As a chemical laboratory is prone to a number of hazards, a practicing chemist needs to and must adhere to the laboratory safety norms. The Unit 5 addresses the safety aspect of the laboratory in requisite details so that the learners are equipped with the information required for the safety of their own as well as the fellow workers in the laboratory. Sixth Unit deals with an introduction to the instruments used for analytical measurements as the modern means of analysis are instrument based.

The rest of the course from seventh unit onwards deals with a number of conventional analytical techniques. These include kinetic methods, neutralisation titrations, redox titrations, complexometric titrations, precipitation titrations and the gravimetric analysis.

The Basic Analytical Chemistry course has an integrated laboratory component which gives a hands-on experience of the related principles and concepts. These lab experiments have been listed in section 4 under a separate course i.e., MCHL-001 which is titled 'Basic Analytical Chemistry Lab'. The contents of the "Basic Analytical Chemistry" course are as under.

BLOCK 1: BASIC ASPECTS

- Unit 1 Analytical Chemistry–General Perspective
- Unit 2 Evaluation of Analytical Data I
- Unit 3 Evaluation of Analytical Data II

BLOCK 2: INITIATION INTO ANALYTICAL LABORATORY

- Unit 4 Sampling
- Unit 5 Safety in Chemical Laboratory
- Unit 6 Kinetic Methods of Analysis

BLOCK 3: ESTIMATIONS BASED ON KINETIC AND ACID – BASE EQUILIBRIA STUDIES

- Unit 6 Kinetic Methods of Analysis
- Unit 7 Acid-Base Equilibria
- Unit 8 Neutralization Titration I
- Unit 9 Neutralization Titration II

BLOCK 4: ESTIMATIONS BASED ON REDOX AND COMPLEXATION EQUILIBRIA STUDIES

- Unit 10 Redox Titrations
- Unit 11 Complexometric Titrations

BLOCK 5: ESTIMATIONS BASED ON PRECIPITATION AND GRAVIMETRY

- Unit 12 Precipitation Titrations
- Unit 13 Gravimetric Analysis
- Unit 14 Introduction to Analytical Instruments

MCH-002 SEPARATION METHODS

CREDITS: 6

As the list of details of the units indicates, the first Block on 'Classical Methods' of separation comprises of three units. The course begins with the discussion on basic aspects such as importance of separation methods, their classification and choice of separation methods in the first unit. Units 2 and 3 deal with the techniques of 'Solvent Extraction' and cover the general principles, classification of extraction systems, extraction equilibria, factors influencing extraction & metal ion separations as well as choice of organic phase for extractions.

Block 2 and 3 deal with the 'Chromatographic Methods' of separation. Block 2 comprises of three units. The first unit i.e. Unit 4 of this block explains the 'General Principles of Chromatography'. Unit 5 on 'Liquid Column Chromatography' recapitulates the basic aspects, explains experimental details and the choice of stationary and mobile phases, development techniques in addition to giving basic idea of HPLC. Unit 6 on 'Planar

Chromatography' explains basic principles of paper chromatography and its applications. A discussion of thin layer chromatography also forms the part of this unit. Block 3 continues the discussion on chromatographic methods and covers 'Gas Chromatography' in Unit 7 wherein the theoretical aspects, instrumental details and applications are discussed. Unit 8 on 'High Performance Liquid Chromatography' highlights the basic aspects as well as the applications of HPLC.

Block 4 comprises of two units, i.e. Unit 9 and Unit 10. Unit 9 on 'Ion Exchange Chromatography' describes the mechanism of ion exchange, classification of ion exchangers, synthesis of ion exchange resins and properties of resins. Besides this, details of operation, inorganic ion exchangers and applications of ion exchange chromatography have also been explained. Unit 10 on 'Size Exclusion Chromatography' discusses the basic principles of separation involving gels, gels and their properties and applications of this technique.

Block 5 covers other separation methods with two units i.e. Unit 11 and 12. Unit 11 on 'Membrane Separation' begins with classification of membrane processes, the mechanism of separation through membranes is also highlighted. This unit also discusses the phenomenon osmosis, reverse osmosis as well as dialysis and electro-dialysis. Finally, the applications of the membrane separation have also been explained in this unit. Unit 12 on 'Electrophoresis' discusses the theory of electrophoresis, classification and its applications.

Besides, the above 5 blocks on theoretical aspects, the experiments related to this course are provided in a separate booklet. The titles of the experiments are given in section 4 under the course MCHL-002. The contents of this theory course are given below.

BLOCK 1: CLASSICAL METHODS

- Unit 1 General Aspects of Separation Methods
- Unit 2 Solvent Extraction – I
- Unit 3 Solvent Extraction – II

BLOCK 2: CHROMATOGRAPHIC METHODS - I

- Unit 4 General Principles of Chromatography
- Unit 5 Liquid Column Chromatography
- Unit 6 Planar Chromatography

BLOCK 3: CHROMATOGRAPHIC METHODS - II

- Unit 7 Gas Chromatography
- Unit 8 High Performance Liquid Chromatography

BLOCK 4: CHROMATOGRAPHIC METHODS - III

- Unit 9 Ion Exchange Chromatography
- Unit 10 Size Exclusion Chromatography

BLOCK 5: OTHER SEPARATION METHODS

- Unit 11 Membrane Separation
- Unit 12 Electrophoresis

Spectroscopic methods of analysis are based on the consequences of the interaction of radiation with matter. Spectroscopic methods course deals with the concepts based on the nature of matter and the type of interaction involved. It is divided into five blocks. Blocks 1 and 2 deal with molecular systems and are titled as ‘**Molecular Spectroscopic Methods-I**’ and ‘**Molecular Spectroscopic Methods-II**’, respectively. The first of these deals with absorption and scattering of radiation while the second covers methods based on emission of radiation. Blocks 3 and 4 deal with atomic systems and are accordingly titled as ‘**Atomic Spectroscopic Methods-I**’ and ‘**Atomic Spectroscopic Methods-II**’ respectively. Block 5, i.e. the last block, is titled ‘**Miscellaneous Methods**’ and covers the nuclear magnetic resonance and mass spectrometric methods. We would like to mention here that though mass spectrometry is not a type of spectroscopy, yet it is included in the course as it is one of the important techniques of structural elucidation. Needless to say that it is an integral part of analytical methods. All the units covered in these blocks deal with details of principles, instrumentation and the applications of the techniques described.

The course has an integrated component of the laboratory work which is offered as a stand – alone course. The course is titled **Spectroscopic Methods of Analysis Laboratory** with a code **MCHL-003**. The list of experiments is given under the course details in Section 4.

The details of the blocks dealt in the theory course are as follows.

BLOCK 1: MOLECULAR SPECTROSCOPIC METHODS – I

- Unit 1 Electromagnetic Radiation
- Unit 2 Ultraviolet – Visible Spectrometry
- Unit 3 Infra Red Spectrometry
- Unit 4 Raman Spectroscopy

BLOCK 2: MOLECULAR SPECTROSCOPIC METHODS – II

- Unit 5 Fluorimetry and Phosphorimetry – I
- Unit 6 Applications of Fluorimetry and Phosphorimetry – II

BLOCK 3: ATOMIC SPECTROSCOPIC METHODS – I

- Unit 7 Flame Photometry
- Unit 8 Atomic Fluorescence Spectrometry

BLOCK 4: ATOMIC SPECTROSCOPIC METHODS – II

- Unit 9 Atomic Absorption Spectrophotometry
- Unit 10 Atomic Emission Spectroscopy
- Unit 11 Applications of AAS and AES

BLOCK 5: MISCELLANEOUS METHODS

- Unit 12 Nuclear Magnetic Resonance Spectroscopy
- Unit 13 Mass Spectrometry
- Unit 14 Structure Elucidation by Integrated Methods

This course is introduced to give you a reasonable understanding in the major techniques of electroanalytical methods, thermal methods and radioanalytical methods. In this course we will cover the basic theory, the practical aspects and scope of all individual techniques of these three categories. In electroanalytical techniques we use one or more electrical properties under controlled condition to obtain qualitative and quantitative information of a sample. These techniques can be divided into several classes depending on which aspects of the electrochemical cell are controlled and which are measured. You may be familiar with some of the electroanalytical techniques like **potentiometry**. In this course along with these techniques we will also introduce few new electroanalytical techniques like **coulometry** and **voltammetry**. All these electroanalytical techniques will be discussed in Blocks 1, 2 and 3.

Similar to electrical properties, in **thermal methods** we study changes in the physical and chemical properties of a sample while it is undergoing heating process. We are also focusing on three important thermal techniques, that is, **thermo gravimetric analysis** (TGA), **differential thermal analysis** (DTA) and **differential scanning calorimetry** (DSC). These techniques are discussed in Block 4. In last block of this course, i.e. Block 5, you will study **radioanalytical** methods which are unique with regard to theoretical principles involved, handling of radioisotopes, and instrumentation.

This course also has an integrated laboratory component which is titled 'Electroanalytical and Other Methods Lab' having a code MCHL – 004. The list of experiments covered in it is given in Section 4.

The details of the blocks of the theory courses is given below.

BLOCK 1: ELECTROANALYTICAL METHODS – I

- Unit 1 Introduction to Electroanalytical Methods
- Unit 2 Potentiometry – I
- Unit 3 Potentiometry – II (pH Metry)

BLOCK 2: ELECTROANALYTICAL METHODS – II

- Unit 4 Conductometry
- Unit 5 Electrogravimetry and Coulometry
- Unit 6 Applications of Conductometry, Electrogravimetry and Coulometry

BLOCK 3: ELECTROANALYTICAL METHODS – III

- Unit 7 Voltammetry
- Unit 8 Polarography and Amperometric Titrations
- Unit 9 Applications of Polarography, Amperometric Titrations and Voltammetry

BLOCK 4: THERMAL METHODS

- Unit 10 Thermogravimetric Analysis
- Unit 11 Differential Thermal Analysis Scanning Calorimetry and Thermal Titration

BLOCK 5: RADIOANALYTICAL METHODS

Unit 12 Fundamentals of Radioactivity

Unit 13 Radioanalytical Methods

LABORATORY COURSES OF THE PROGRAMME

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Laboratory courses are an integral component of any science programme. Analytical Chemistry being an experimental science, a laboratory component has been integrated with each of the theory courses. As mentioned earlier, the Post Graduate Diploma in Analytical Chemistry programme has a 25% component of the laboratory work. There are **four** laboratory courses for this programme. These courses are worth **2 credits** each. Each of these laboratory courses will require full-time presence of the student at the laboratory for **one week or seven days** continuously. During this time a student has to work for around 60 hours. Of this, 40 hours would be spent on experimental work and the remaining time will be used for doing calculations, preparations of records, viewing or listening to the video/audio programmes.

The list of experiments for the four laboratory courses is as follows.

MCHL-001 BASIC ANALYTICAL CHEMISTRY LAB CREDITS: 2

EXPERIMENTS

1. Calibration of volumetric apparatus and weights, and statistical treatment of data
2. Determination of percentage of tin in brass sample gravimetrically
3. Determination of nickel(II) in nickel steel gravimetrically using dimethylglyoxime
4. Determination of pK_a value of phosphoric acid titrimetrically
5. Determination of total alkalinity of OH^- , HCO_3^- , CO_3^{2-} for a water sample
6. Determination of ascorbic acid in a vitamin C tablet iodimetrically
7. Determination of hard water
8. Determination of available chlorine in a bleaching powder sample iodometrically
9. Determination of zinc by $K_4Fe(CN)_6$ by precipitation titration
10. Determination of silver by Mohr's/Volhard's/Fajan's method

MCHL-002 SEPARATION METHODS LAB CREDITS: 2

EXPERIMENTS

1. Liquid- liquid extraction behavior of Fe (III) and Ni (II) in tri- n-butyl phosphate (TBP) from hydrochloric acid medium
2. Separations of Fe (III) and Ni (II) using TBP-HCl liquid- liquid extraction system
3. Determination of ion exchange capacity of a cation and an anion exchanger

4. Determination of total milliequivalents of metal ions in tap/sea water sample using a strong cation exchanger from HCl medium
5. Separation of Fe (III) and Ni (II) using a strongly basic anion exchanger
6. Separation of cations by paper chromatography
7. Separation of amino acids by chromatography
8. Separation of carbohydrates by thin layer chromatography
9. Separation of chlorophyll pigments by column chromatography
10. Separation of iron and aluminium by column chromatography

MCHL-003 SPECTROSCOPIC METHODS LAB

CREDITS: 2

EXPERIMENTS

1. Spectrophotometric determination of Fe(II) ions using 1,10-orthophenanthroline
2. Spectrophotometric determination of Ni(II) ions using dimethylglyoxime.
3. Spectrophotometric determination of Cr and Mn ions in a mixture of the two
4. Spectrophotometric Determination of Methyl Ethyl Ketone
5. Determination of pK_a value of indicators spectrophotometrically
6. Turbidometric determination of sulphate ions
7. Characterisation of functional group in organic compounds using IR spectroscopy
8. Structural Determination of Simple Organic Compounds Using $^1\text{H-NMR}$ Spectrometry
9. Determination of the structure of an organic compound using UV, IR, NMR, and Mass spectra
10. Flame photometric determination of Na and K or Ca and Mg using internal standard method

MCHL-004 ELECTROANALYTICAL AND OTHER METHODS LAB

CREDITS: 2

EXPERIMENTS

1. pH titration of a strong acid (battery acid)
2. pH titration of a weak acid – determination of pK_a of acetic acid
3. Potentiometric titration of a strong acid with a strong base using quinhydrone electrode
4. Potentiometric titration of Fe^{2+} with $\text{Cr}_2\text{O}_7^{2-}$
5. Potentiometric determination of Cl^- ion content of common salt using AgNO_3
6. Conductometric titration of a strong acid with a strong base
7. Conductometric determination of acetic acid content of vinegar
8. Conductometric titration of a mixture of a strong acid and weak acid with a base
9. Identification and determination of $\text{Cd}^{2+}/\text{Pb}^{2+}/\text{Zn}^{2+}$ by polarography
10. Amperometric Titration of Pb^{2+} with $\text{Cr}_2\text{O}_7^{2-}$
11. Determination of the solubility of a sparingly soluble salt by radiotracer method

STUDY CENTRE

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To provide effective student support, a number of Study Centres have been set up by the University all over the country. You will be allotted one of these Study Centres taking into consideration your place of residence or work. However, each centre can handle only a limited number of students and despite our best efforts, it may not always be possible to allot the centre of your choice. The particulars regarding the Study Centre to which you are assigned will be communicated to you. The list of Study Centres is provided in the **Appendix-II**.

Each Study Centre will have the following.

- A Coordinator who will coordinate different activities at the centre.
- An Assistant Coordinator and other supporting staff.
- Counsellors to provide counselling and guidance to you in all the courses.

A Study Centre has six major functions as given below.

- i) Tutorial/Counselling for both the theory and lab courses
- ii) Evaluation of Assignments
- iii) Library Facility
- iv) Information and Advice
- v) Audio-Video Facilities
- vi) Interaction with Fellow Students

INSTRUCTIONAL SYSTEM

The methodology of instruction in this university is different from that in the conventional universities. The Open University system is more learner-oriented, and the student has to be an active participant in the teaching-learning process. As mentioned earlier the University follows a multi-channel approach for instruction. It comprises a suitable mix of the following

- ☞ self-instructional printed material
- ☞ audio and video cassettes
- ☞ audio-video programmes transmitted through Radio and Doordarshan
- ☞ face-to-face counselling at Study Centres by academic counsellors
- ☞ web based academic support
- ☞ assignments
- ☞ practicals
- ☞ Gyan Darshan Channel, EDUSAT
- ☞ Gyan Vani

Credit System

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The University follows the 'Credit System' for its programmes. Each credit is of 30 hours of study comprising all learning activities. Thus, a four-credit course involves 120 study hours. This helps the student to understand the academic effort one has to put into successfully complete a course. **Completion of the Programme requires successful completion of both assignments and the Term-end Examination of each course in the programme.**

Print Material

Printed materials are the primary form of instructional materials. These are supplied to the participants in the form of several booklets. A block, which comes in the form of a booklet comprises several units. The first page of each block indicates the numbers and titles of the units comprising the block. In the first block of each course we start with course introduction. This is followed by a brief introduction to the block.

Please read the Course Introduction and the Block Introduction carefully as these will give you an overview of the Course/Block.

Each unit begins with an introduction in which we tell you about the contents of the unit. We also outline a list of objectives which we expect you to achieve after working through the unit. This is followed by the main body of the unit, which is divided into various sections and sub-sections. We end each unit by summarising its contents. In each unit, there are several Self-Assessment Questions (SAQs) and Terminal Questions (TQs)/exercises. These are meant to help you to assess your understanding of the subject contents. At the end of some units books for additional reading are suggested some of which may be available at the Study Centre. All the blocks will end with the index which will be helpful in locating the desired content.

Audio-Video Material

The audio and video CDs are supplementary to the print material, meant for clarification and enhancement of understanding. At present the audio-video programmes are not available for this programme. Once developed, you can watch these programmes during counselling sessions. Students desirous of buying the audio-video tapes can procure them from:

**The Director, EMPC, Sanchar Kendra
Maidan Garhi, New Delhi-110068**

Video programmes are transmitted by Doordarshan on National Network everyday from 6.05 to 6.35 a.m. The schedule of transmission is communicated on the IGNOU website, through the IGNOU Newsletter and on Saptahiki aired on every Sunday on DD1 at the same time.

Counselling Sessions

In distance education, face-to-face contact between the learners and their tutors/counsellors is relatively less and, therefore, is an important activity. The purpose of such a contact is to answer some of your questions and clarify your doubts which may not be possible through any other means of communication. It also intends to provide you an opportunity to meet your fellow students. There are academic counsellors at the Study Centres to provide

counselling and guidance to you in the courses that you have chosen for study. Normally, these sessions will be held at the Study Centres during week-ends (**Saturdays and Sundays**).

You should note that the counselling sessions will be very different from the classroom teaching or lectures. Counsellors will not be delivering lectures as in conventional teaching. They will try to help you to overcome difficulties which you face while studying for the programme. In these sessions, you must try to resolve your subject-based difficulties and any other related problems.

Before you go to attend the counselling sessions, please go through your course materials and make a plan of the points to be discussed. Unless you have gone through the units, there may not be much to discuss.

The detailed schedule of the counselling sessions will be made known to you by the Coordinator of your Study Centre.

CONTENTS

All the theory courses of this programme will have seven counselling sessions each. The sessions for theory counselling are **not compulsory**. However, full attendance in the Practical counselling sessions is a must as mentioned earlier.

Laboratory Work

You should bear in mind that **the attendance in the laboratory course is compulsory**. Every experiment is evaluated and is included for final evaluation, the weightage being 70%. These experiments are called the **Guided experiments**. Hence, a student has to perform all the experiments in order to be able to secure good marks. The remaining 30% evaluation will be assigned for the **Unguided experiments** to be performed by the student at the end of the Lab course. These experiments are assigned on the last day of the lab sessions and are to be performed without the assistance of the counsellor.

You are advised to pace your laboratory courses. As far as possible, you should complete the laboratory courses in the year in which you register for them.

Please note the following.

- i) **Each lab session is of four hours duration**
- ii) **Two sessions of four hours each will be held each day.**
- iii) **First session of each laboratory course will be utilised as Introductory Session.**

Please keep in touch with the Coordinator to know the Schedule of the Laboratory Courses.

Web Based Support

The learners can have access to IGNOU's website at the following address (URL):

www.ignou.ac.in . This website offers relevant information to the general public and student support facilities to the learners through the Single Window Information and Student Support (SWISS). These include:

- Results of the term End Examinations
- Downloadable prospectus/application forms of various programmes
- Catalogue of audio/video programmes
- Schedule of Gyan Darshan/Gyan Vani/EDUSAT programmes
- Admission announcements
- Addresses of Regional and Study Centres
- Update on the latest happenings at the University
- Checking of student's mailing address
- Online submission of Term-End Examination Form
- Entrance test result
- TEE date-sheet

[CONTENTS](#)



- Examination Hall Ticket
- Course Completion Status
- Access-*eGyanKosh*: Using this website you can download your course material and view video related to your courses. You can download Assignments from the website. Programme Guide and Assignments are also available at the website.
- **IGNOU Wiki**: http://ieg.ignou.ac.in/wiki/index.php/Main_Page; IGNOU Wiki is created on the IGNOU's website to post dynamic information about Events/Programs/Announcements etc. It can be accessed at the given URL and gives all the information regarding the programme. Linked to IGNOU Wiki is the **ODTEL Wiki** that supports the **Open Distributed Technology Enhanced Learning (ODTEL)** system for the programmes & courses of IGNOU. The **IGNOU Open Course Guide (IOCG)** is an integrated part of ODTEL Wiki which is used to develop, post and manage all the courses of the programme. It can be accessed at the following web link. http://iocg.ignou.ac.in/wiki/index.php/PGDAC:Post_Graduate_Diploma_in_Analytical_Chemistry. In fact it can be used by anyone interested in knowing about Analytical Chemistry, its scope and other related information.

Student Support Services

In order to provide individualised support to its learners the University has created a number of **Study Centres** throughout the country for the PGDAC programme. These are administratively coordinated by the **Regional Centres (Appendix-I)**.

The Study Centres are the contact points for the participants on all major aspects of the programme. These include counselling sessions, practicals, library facilities, disseminating information and advice and facilities for audio-visual aids. The Study Centres are also equipped with some useful books on the subjects of this programme. These will be accessible to the participants during their visits to the Centre. **The University may not always be able to communicate to all the students individually. All the important communications are sent to the Regional Directors.** The Coordinators would display a copy of such important circulars/notifications on the notice board of the Centre for the benefit of all the students. **You are, therefore, advised to keep in touch with your Coordinator**

on a more or less regular basis so as to get advance information about assignments, submission schedule (assignments & examination forms), list of students admitted to a particular examination, declaration of results, etc. “The candidates are required to opt only such Study Centre as is activated for the programme. As far as possible, the University will allot the Study Centre opted by the candidate. However, the University may change the Study Centre at its convenience without concurrence of the student at any time”.

Newsletter

IGNOU Newsletter is published twice in a year (April and October) in English and Hindi. This periodical communication is delivered by post to all the students of IGNOU along with course material. Information regarding Examination schedule, new courses to be launched, admissions etc., is also provided through IGNOU newsletter. It covers various activities at IGNOU Headquarters, Regional Centres and Study Centres. It also carries important notifications from time to time.

Study Plan

The exact date of commencement of the programme will be notified separately by the respective Study Centres. On that day, the participants will assemble in their respective Study Centres. The coordinator will give a thorough briefing on the content, conduct and schedule of the programme and clarify the queries from the participants. The instructional counselling sessions will commence during the following week.

Associate Studentship

The Associate Studentship is permissible for any course(s) of any Programme, subject to the minimum and maximum credits specified. It is further submitted that only those candidates who **fulfil the minimum eligibility requirements for the programme**, under which the course (s) is/are offered, are admitted under ‘Associate Studentship Scheme’. However, candidates are **not eligible** for admission under ‘Associate Studentship Scheme’ to the Course(s) of the Programme(s) where clearance of ‘**entrance test**’ is **mandatory** and also to the programmes where the intake is to a limited no. of seats. For details please see the **Student Handbook and Prospectus**.

EVALUATION

The evaluation of the performance of the students will be based on two aspects: (i) continuous evaluation through assignments with a weightage of 30% and (ii) term-end examination having a weightage of 70%. In order to successfully complete the course, a student is required to submit one assignment for each course.

Qualifying Marks: The minimum qualifying score in both continuous evaluation (assignments) and term-end examination is **35%** marks (Grade ‘D’) in each course.

Overall Grading: The final score for each course is computed by combining continuous evaluation score and term-end examination score.

The University is following grading system for continuous evaluation as well as term-end examination. The evaluators are required to award numerical marks in assignments, practical, projects and term-end examination which are converted into five letter grades (A, B, C, D & E) according to the weightage shown against each letter grade on a five point scale. The notional correlates of the letter grades and percentage of marks are as follows:

<i>Letter Grade</i>	<i>Qualitative Value</i>	<i>Point Grade</i>	<i>Equivalent percentage range of numerical marks</i>
A	Excellent	5	70% and above
B	Very good	4	55% but less than 70%
C	Good	3	45% but less than 55%
D	Satisfactory	2	35% but less than 45%
E	Unsatisfactory	1	Less than 35%

CONTENTS

In order to be able to appear for the Term-end examination, it is a pre-requisite that the students submit all the assignments according to the prescribed schedule. The students are required to give an undertaking to this effect in the examination form and should it be later found that they had in fact not submitted the assignments as prescribed, the results for the term-end examination will be treated as cancelled.

Assignments

The main purpose of assignments is to test students' comprehension of the learning materials and reference books for the courses and also to help them before to comprehend the courses by providing feedback. If you have easy access to other books, you should make use of them. But the assignments are designed in such a way as to help you concentrate on the printed course material, reference books and exploit your personal experience with some additional readings.

It is compulsory for you to submit all the prescribed assignments. You will not be allowed to appear for the term-end examination of a course if they do not submit the specified number of assignments in time for that course.

For your own record, you should retain a copy of all the assignment responses, which you will submit to the **Coordinator of your Study Centre.**

Please remember that Continuous Evaluation in the form of assignments carries 30% weightage in the final result.

Term-End Examination

The term-end examination for each course is of 100 marks and three hours duration.

To be eligible to appear the Term-end Examination (TEE) in any course, you are required to fulfil the following conditions:

- a) You should have opted and pursued the prescribed course
- b) You should have submitted the examination form in time along with the requisite fees.
- c) You should have submitted the required number of assignments within due dates before taking the examination
- d) Your registration for the programme should be valid.

The University conducts term-end examinations twice a year, in **June and December**. Examination date schedule indicating the date and time of examination for each course is sent to all the Study Centres in advance. The same is also notified through IGNOU Newsletter from time to time and also will be displayed on the IGNOU's website also.

The examination form can be obtained from the concerned Regional Centre/Study Centre. Also the student can submit the **on-line examination form**. The fees and the guidelines are given below:

Please remember that Term-End Examination carries 70% weightage in the final result.

Guidelines and instructions for submission of online examination form

- i) Students are required to pay examination fee @Rs.50/- per course. A late fee of Rs.500/- from 1st October to 20th October also needs to be included if submitted during this period. Payment can be made through Credit Card, Cash deposit at any branch of AXIS Bank (UTI Bank) or through Demand Draft. Please choose the suitable option for payment.
- ii) No Examination Fee is required to be paid for the courses, where results of Term-end examination are awaited on the date of submission of examination form. Results of Term-end examination are available on University website www.ignou.ac.in. Please see result status before filling up the examination form.
- iii) Select and enter Programme code and Examination Centre Code from the options available. If the centre opted by the student is not activated as examination centre or not allotted for any other reason, alternative examination centre will be allotted.
- iv) Select courses carefully. Courses for theory as well as practical needs to be selected separately from the list appearing on the screen.
- v) If you wish to submit on-line form and make payment through Credit Card, please note the auto generated control No. for reference.
- vi) In case, you wish to submit on-line form and deposit payment by cash deposit at any of the AXIS (UTI) branches, please fill on-line examination form and submit after selecting this option. You are required to take printout of challan automatically generated and deposit required amount at AXIS Bank along with the challan. You need not send anything by post.

OR

In case, you wish to submit on-line form and make payment through a bank draft, please select this option. Please keep the bank draft particulars ready with you before starting to fill the form and enter same at the appropriate place and submit. Students can purchase

Demand Draft from any branch of AXIS Bank (UTI Bank) without any commission charge. Please keep note of computer generated control number for your reference for any correspondence. You are required to send demand draft to Registrar, Student Evaluation Division, Block-12, IGNOU, Maidan Garhi, New Delhi- 110 068 by Registered Post or Speed Post. You must mention your Enrol. No., Programme Name, and Computer generated control No. on the back side of the Demand Draft. Demand Draft is to be drawn in favour of IGNOU and payable at New Delhi only.

- vii) You will receive an acknowledgement with control number at the E.mail address given in the application form
- viii) You may visit SEARCH OPTION after 24 hours of submission of your form (leaving the day of submission except Saturday & Sunday) to see the details of particulars submitted by you. In case you find the particulars are not available, you may submit the form again.
- ix) University issues hall-ticket to the students two weeks before commencement of Term-end Examination and also uploads the information on the University website. If you do not receive hall-ticket one week before commencement of examination, please download the hall-ticket from the website and report to the Examination Centre with your Identify Card issued by the University.

Submission of the Term End Examination (TEE) Form

JUNE, TEE	DECEMBER, TEE	LATE FEE	WHERE TO SUBMIT THE FORM
1 st March to 31 st March	1 st Sept to 30 th Sept	NIL	IGNOU, Maidan Garhi, New Delhi-110068 or at the concerned Regional Centre
1 st April to 20 th April	1 st Oct to 20 th Oct	Rs.500/-	
21 st April to 15 th May	21 st Oct to 15 th Nov	Rs.1000/-	For outside Delhi students (Concerned Regional Centre) For Delhi students (IGNOU, Maidan Garhi, New Delhi-110068 or concerned Regional Centre)
16 th May to 28 th May	16 th Nov to 26 th Nov	Rs.1000/-	

OTHER USEFUL INFORMATION

CONTENTS

Reservation of Seats

The University provides reservation of seats for Scheduled Castes, Scheduled Tribes and Physically Handicapped students as per the Government of India rules.

Scholarships and Reimbursement of Fee

Reserved Categories, viz., Scheduled Castes, Scheduled Tribes and Physically Handicapped students etc. have to pay the fee at the time of admission to the University along with other students.

Physically Handicapped students admitted to IGNOU are eligible for Government of India scholarships. They are advised to collect scholarship forms from the respective State Government Directorate of Social Welfare or Office of the Social Welfare Officer and submit

the filled-in forms to them **through the concerned Regional Director of IGNOU**. Similarly, SC/ST students have to submit their scholarship forms to the respective State Directorate of Social Welfare or Office of the Social Welfare Officer, **through the concerned Regional Director of IGNOU for suitable reimbursement**.

Change/Correction of Address

There is a printed form for change/correction of address that will be despatched along with the study material. In case there is any correction/change in the address the students are directed to make use of the printed form addressed to Registrar (SRD), IGNOU, Maidan Garhi, New Delhi – 110 068. The duly filled in form is to be sent to the concerned Regional Director, who will forward it to the Registrar (SRD), Maidan Garhi, New Delhi after verification of student's signatures. Request for change of address through e-mail or letters will not be entertained. Normally, it takes 4-6 weeks to effect the change. Therefore, the students are advised to make their own arrangements to redirect the mail to the changed address during this period.

Change of Region and Study Centre

Counselling facilities are not available for all Programmes at all the centres. As such, students are advised to make sure that counselling facilities are available, for the subject s/he has chosen, at the new centre opted for. Request for change of Study Centre are acceded to subject to availability of seats for the programme at the new centre asked for only on compelling grounds.

When a student wants transfer from one region to another, s/he has to write to that effect to the Regional Centre from where s/he is seeking a transfer marking copies to the Regional Centre where s/he would like to be transferred to and also to Registrar (SRD), IGNOU, Maidan Garhi, New Delhi-110 068. Further, s/he has to obtain a certificate from the Co-ordinator of the from where s/he is seeking transfer from, regarding the number of assignments submitted. The Regional Director from where the student is seeking the transfer will transfer all records including details of fee payment to the Regional Centre where the student is going, under intimation to the Registrar (SRD) and the student. The transfer will be permitted only if seats are available at the new Study Centre.

Disputes on Admission and other University Matters

In case of any dispute, the place of jurisdiction for filing of a suit/complaint/petition, if necessary, will be only at New Delhi/Delhi.

SOME USEFUL ADDRESSES

CONTENTS

S. No.	Problems	Whom to write to
1.	Identity Card, Fee Receipt, Bonafide Certificate, Migration Certificate, Scholarship Forms/Change of Programme/Medium/Course	Concerned Regional Centre. The Demand Draft should be drawn in favour of 'IGNOU' payable at city of the Regional Centre.
2.	Non-receipt of study material and assignments	Assistant Registrar, Student Cell, Material Production and Distribution Division, IGNOU, Maidan Garhi, New Delhi-110068
3.	Schedule/Information regarding Exam-form, Entrance Test, Date-sheet, Hall ticket	Assistant Registrar (Exam.II), Student Evaluation Division, Block-12, Room No.-2 IGNOU, Maidan Garhi New Delhi-110068
4.	Result, Re-evaluation, Grade Card, Provisional Certificate, Early Declaration of Result, Transcript.	Deputy Registrar (Exam-III) Student Evaluation Division, Block-12, Room No.-1 IGNOU, Maidan Garhi, New Delhi-110068
5.	Non-reflection of Assignment Grades/marks	Asstt. Registrar, (Assignment) Student Evaluation Division, Block-3, Room No.12, IGNOU, Maidan Garhi, New Delhi – 110068
6.	Student Grievance	Asstt. Registrar (Student Grievance) SED, Block-3, Room No.13, IGNOU Maidan Garhi, New Delhi-110 068
7.	Purchase of Audio/Video Tapes	Marketing Unit, EMPC, IGNOU, Maidan Garhi, New Delhi - 110068
8.	Academic Matters	Director , School of Sciences, IGNOU, Maidan Garhi, New Delhi 110068
9.	Student Support Services and Student Grievances, pre-admission Inquiry of various courses in IGNOU	Regional Director, Student Service Centre, IGNOU, Maidan Garhi, New Delhi-110068

ALWAYS KEEP A COPY OF YOUR CORRESPONDENCE WITH THE UNIVERSITY, ASSIGNMENTS, ETC. WITH YOU.

PLEASE MENTION YOUR ENROLMENT NUMBER ON ALL THE CORRESPONDENCE YOU MAKE WITH THE UNIVERSITY.

SOME USEFUL FORMS

CONTENTS

We are enclosing the samples of the following forms for your use.

1. Assignments Remittance-Cum-Acknowledgement Card (Form No. 1)
2. Application Form for obtaining Duplicate Grade Card/Mark-sheet (Form No. 2)
3. Application for Change/Correction of Address (Form No. 3)
4. Application Form for Re-Evaluation of Answer Script (Form No. 4)
5. Application Form for Improvement in Division/Class (Form No. 5)
6. Intimation of Non-receipt/wrong-receipt of Study Material (Form No. 6)
7. Application for Credit Transfer (Form No. 7)
8. Application Form for Issue of Official Transcript (Form No. 8)
9. Application Form for Early Declaration of Result of Term-End Examination (Form No.9)
10. Exam Form (Form No. 10)
11. Readmission Form (Form No. 11)

Whenever you have to correspond for any of the above listed subjects, **it is better to retain the original form for reuse and get a photocopy of the relevant form**, fill it carefully and send as per instruction therein.

Assignments Remittance-Cum-Acknowledgement Card

Enrol. No. _____ Programme Title: _____ Name : _____ Course Code: _____ Medium: _____	INDIRA GANDHI NATIONAL OPEN UNIVERSITY ASSIGNMENTS REMITTANCE -CUM- ACKNOWLEDGEMENT CARD															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">S.No.</th> <th style="width: 15%;">Assignment No.</th> <th style="width: 70%;"></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td>For Office Use Only</td> </tr> <tr> <td> </td> <td> </td> <td>S.No. _____</td> </tr> <tr> <td> </td> <td> </td> <td>Date of Receipt: _____</td> </tr> <tr> <td> </td> <td> </td> <td>Name of Evaluator: _____</td> </tr> </tbody> </table>	S.No.	Assignment No.				For Office Use Only			S.No. _____			Date of Receipt: _____			Name of Evaluator: _____	Enrol. No. _____ Programme Title: _____ Name : _____ Medium : _____ Course Code: _____
S.No.	Assignment No.															
		For Office Use Only														
		S.No. _____														
		Date of Receipt: _____														
		Name of Evaluator: _____														
Signature of the Student Date : _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">S.No.</th> <th style="width: 15%;">Assignment No.</th> <th style="width: 70%;">For Office Use Only</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td>S.No. _____</td> </tr> <tr> <td> </td> <td> </td> <td>Signature of the receiver _____</td> </tr> <tr> <td> </td> <td> </td> <td>Date : _____</td> </tr> </tbody> </table>	S.No.	Assignment No.	For Office Use Only			S.No. _____			Signature of the receiver _____			Date : _____			
S.No.	Assignment No.	For Office Use Only														
		S.No. _____														
		Signature of the receiver _____														
		Date : _____														
Date of despatch to the Evaluator: _____ Date of receipt from the Evaluator: _____	Signature of the Student Name : _____ Address of the Student : _____ Date : _____ (Please write your complete address and affix adequate postal stamp on reverse)															

Affix Stamp Here

From:

The Coordinator
Study Centre concerned

To

(ADDRESS OF THE STUDENT)

.....



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Application Form for obtaining Duplicate Grade Card/Mark-sheet

Name of the Candidate

Enrolment No.

--	--	--	--	--	--	--	--	--	--

Address

.....

Pin Code :

--	--	--	--	--	--

Programme

Month and Year of the Exam

Centre from where
 appeared at the last
 examination:

Bank Draft/IPO No. dated for Rs. 150/- in favour of IGNOU,
 New Delhi

Date:

.....
 Signature

Note: Fee for duplicate, grade card is Rs. 150/-. The duplicate grade card/mark list will be sent by
 Registered Post.

The filled in form with the requisite fee is to be sent to:

The Registrar (SED)
 Indira Gandhi National Open University
 Maidan Garhi
 New Delhi -110 068.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Change/Correction of Address & Change of Study Centre

I request that all correspondence be sent at the following address and change of Study Centre be recorded.

Enrolment No.

--	--	--	--	--	--	--	--	--	--

Date from which change is effective

--

Name	Mr./Ms								
New or corrected Address									
Town/City									
State									
Pin Code:	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>								

Medium of Study

--

Programme of Study

--

New Study Centre Code

--

Date: _____

Signature: _____

The form should be mailed to:

The concerned Regional Centre



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Application Form for Re-Evaluation of Answer Scripts

(Rules & regulations are mentioned on the reverse side of this form. Please go through them carefully before filling up the form.)

1. Name : _____

2. Programme: Enrolment No:

3. Address:

..... Pin

4. Month and Year of the Examination:

5. Examination Centre Code:

6. Address of the Examination Centre:

7. Courses, in which re-evaluation is sought	COURSE CODE	MARKS/GRADE OBTAINED
.....
.....
.....
.....

8. Fee detail:-
 (The fee for Re-evaluation of answer script is Rs. 500/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of Course(s): × Rs. 500/- = Total Amount:

Demand Draft No. Date:

Issuing Bank:

Date:..... (Signature of the student)

P.T.O.

RULES & REGULATION FOR RE-EVALUATION OF ANSWER SCRIPTS

1. The request for re-evaluation by the student must be made before 31st March for December TEE and 30th September for June TEE or within one month of declaration of results, whichever is later.
2. The date of declaration of result will be calculated from the date on which the result are placed on the IGNOU website.
3. After re-evaluation, the better of the two scores of original marks/grade and marks/grade after re-evaluation will be considered.
4. The revised marks/grade after re-evaluation shall be communicated to the student on receipt of re-evaluation result and result of re-evaluation will also made available on the IGNOU website at www.ignou.ac.in. The minimum time required for re-evaluation shall be 30 days from the date of receipt of application.
5. Re-evaluation is permissible in TEE only and not in the Project/Dissertation Practicals/Lab courses, Workshops, Assignments & Seminar etc.
6. On the top of the envelope containing the prescribed application form, Please mention '**APPLICATION FORM FOR RE-EVALUATION OF ANSWER SCRIPTS**'
7. Application form must reach within the prescribed dates at the following address:-

**The Registrar,
Student Evaluation Division,
Indira Gandhi National Open University,
Maidan Garhi,
New Delhi-110068.**



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Application Form for Improvement in Division/Class

(Rules & regulations are mentioned on next page of this form. Please go through them carefully before filling up the form).

Prescribed dates for submission of form:- 1st to 30th April for June TEE
 1st to 31st October for December TEE

1. Name:

2. Programme: Enrolment No.:

--	--	--	--	--	--	--	--	--	--

3. Address:

.....

Pin Code

--	--	--	--	--	--

4. Term-end examination, in which programme completed June/December

Total marks/Overall point grade obtained	Percentage obtained
.....

(Please enclose photocopy of the statement of marks/grades card)

5. Course(s), in which improvement is sought:	<u>COURSE CODE</u>	<u>COURSE CODE</u>
	1.	4.
	2.	5.
	3.	

6. Fee details:-
 (The fee for this purpose is to be paid through demand draft drawn in favour of IGNOU & payable at New Delhi).

No. of Course(s) × Rs. 500/- = Total Amount

Demand Draft No. Date

Issuing Bank

7. Term-end examination, in which you wish to appear:- June /December.....
8. Examination centre details, where you wish to appear in term-end examination:-
Exam. Centre Code:..... City/Town:

UNDERTAKING

I hereby undertake that I shall abide by the rules & regulations prescribed by the University for improvement in Division/Class.

Date: Signature:
Place: Name:

RULES & REGULATION FOR IMPROVEMENT IN DIVISION/ CLASS

1. The improvement of marks/grades is applicable only for the Bachelor's/Master's Degree Programmes.
2. The students, who fall short of 2% marks for securing 1st Division or 2nd Division only, are eligible for applying for improvement.
3. Only one opportunity will be given to improve the marks/grade.
4. The improvement is permissible only in theory papers. No improvement is permissible in Practicals / Lab courses, Projects, Workshops and Assignments etc.
5. Under the Provision of improvement, a maximum of 25% of the maximum credits required for successful completion of a programme shall be permitted.
6. Students wishing to improve the marks will have to apply within six months from the date of issue of final statement of marks/grade card to them, subject to the condition that their registration for the programme/course being applied for improvement, is valid till the next term-end examination in which they wish to appear for improvement.
7. No student will be permitted to improve if maximum duration to complete the programme, including the re-admission period, has expired.
1. After appearing in the examination for improvement, better of the two examinations i.e. marks/grade already awarded and the marks/grade secured in the improvement examination will be considered. In such cases, the improved marks/grade can be incorporated only on surrender of the statement of marks/Grade Card, Provisional Certificate and Degree Certificate already issued to the student.

9. In case of improvement, the month and year of completion of the programme will be changed to the Term-end examination, in which students appeared for improvement.
10. Students will be permitted for improvement of marks/grades provided the examination for the particular course, in which they wish to improve is being conducted by the University at that time.
11. Students wishing to improve their performance should submit the application in the prescribed format alongwith fee @ Rs. 500/- per course by means of Demand Draft drawn in favour of IGNOU payable at New Delhi and send within the prescribed dates to the following address:-
Registrar,
Student Evaluation Division,
Indira Gandhi National Open University,
Maidan Garhi,
New Delhi-110068
12. On the top of the envelope containing the prescribed application form, Please mention “APPLICATION FORM FOR IMPROVEMENT IN DIVISION/CLASS”



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Intimation of Non-receipt/wrong-receipt of Study Material

To

The Registrar
Materials Production & Distribution Division
Indira Gandhi National Open University
Maidan Garhi,
New Delhi-110 068

Sub: **Non-receipt/Wrong Receipt of Study Material**

Enrolment No.										
---------------	--	--	--	--	--	--	--	--	--	--

Programme	
-----------	--

Medium of Study	
-----------------	--

I have not received the Study Material in respect of the following:

Sr.No.	Courses Code	Course Title	Block Nos.

I have remitted all the dues towards the course fee and there is NO CHANGE in address which is given as follows:

Name & address: _____

Please send me the above study materials.

Date: _____

Signature: _____

For Official Use

Date of despatch of study material to students.....



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Application for Credit Transfer

Please see instructions
overleaf

Enrolment No.																			
---------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Programme of Study

Name and Address _____

Pin Code																			
----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Details of Credit Transfer requested for Courses completed during initial registration period

Sr. No	Course Code	Course Title	Credits	Maximum Marks	Marks obtained	Year of passing

All the information provided above is true to the best of knowledge.

Student's Signature: _____

Date : _____

(For Office Use Only)

Credit transfer details verified and carried out.

Note:

1. Read the guidelines given in Section 3 of this Programme Guide carefully.
2. Enclose a photocopy of the latest mark-sheet indicating successful completion of the courses that you are requesting for credit transfer.
3. Enclose a photocopy of course Re-registration Form (Form No. 11) that you sent to your Regional Director.
4. Submit the filled in Credit Transfer Form to the following address:
 The Registrar (SED)
 Indira Gandhi National Open University
 Maidan Garhi
 New Delhi-110 068



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Application Form for Issue of Official Transcript

1. Name : _____

2. Programme: Enrolment No: 3. Address:
.....
..... Pin4. Purpose for which:
transcript is required

5. Fee detail:-

Fee for the official transcript:-

Rs. 300/- per transcript, if to be sent to the student/institute in India.

Rs. 400/- per transcript, if required to be sent to the Institute outside India by the University.

(The requisite fee is required to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of transcript(s): × Rs. 300/ Rs. 400/- =Total Amount: Rs.....
Required

Demand Draft No.: Date:

Issuing Bank:

6. Whether the transcripts to be mailed by the University: Yes/No (please tick)

7. Name & Address of the University/Institute/Employer (In capital letters) to whom transcript is required to be sent (attached a separate list, if required)

.....
.....

Date:.....

(Signature of the student)

The filled in form with the requisite fee is to be sent to:-

The Registrar,
Student Evaluation Division,
Indira Gandhi National Open University,
Maidan Garhi,
New Delhi-110068

Note:- The students are required to enclose same number of legible photocopies of both sides of the statement of marks/grade card issued to them, as the number of transcripts required.



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Application Form for Early Declaration of Result of Term-End Examination

(Rules & regulations are mentioned on the reverse side of this form. Please go through them carefully before filling up the form).

1. Name : _____

2. Programme: Enrolment No:

3. Address:

 Pin

4. Reason for early declaration of result: _____

(enclose a copy of the documentary evidence specifying the reason for early declaration)

5. Courses(s) detail for early evaluation:-

S. No.	Course Code	Date of Examination
1.	-----	-----
2.	-----	-----
3.	-----	-----
4.	-----	-----

6. Exam. Centre details, from where you have to appear/appeared at Term-end Examination:-

Exam. Centre Code: Address of Exam. Centre: _____

7. Fee detail:-

(The fee for early declaration of result is Rs. 700/- per course, which is to be paid through demand draft drawn in favour of 'IGNOU' & payable at 'New Delhi')

No. of Course(s): × Rs. 700/- =Total Amount:

Demand Draft No.: Date:.....

Issuing Bank:

Date:.....

(Signature of the student)

P.T.O

RULES & REGULATIONS FOR EARLY DECLARATION OF RESULTS

1. Request for early declaration of results will be entertained for final semester/year or maximum of 4 backlog courses only, subject to the following conditions:-
 - (i) The student has been selected for higher study/employment and statement of marks/grade card is required to be produced to the institute by a particular date, which is before the prescribed dates of declaration of the University's results.
 - (ii) The student has completed all the other prescribed components except the term-end examination of the courses, for which early evaluation has been sought.
2. Application for early declaration, for the reasons such as to apply for recruitment/higher study/post and promotion purpose etc. will not be entertained.
3. Application without enclosing documentary evidence specifying the reason for early declaration will not be entertained.
4. Application form must reach at the following address before the date of the examination for the course (s) for which early evaluation is sought:-

**The Registrar,
Student Evaluation Division,
Indira Gandhi National Open University,
Maidan Garhi,
New Delhi-110068.**



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

**STUDENT EVALUATION DIVISION
MAIDAN GARHI, NEW DELHI-110 068
TERM-END EXAM JUNE / DECEMBER - 200**

EXAM FORM

Serial No. **220649**
Control No.

INSTRUCTIONS

1. Use BLACK BALL POINT PEN in boxes using English capital letters or English numerals.
2. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the Sample below.

0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Programme Code		Study Centre Code	
Enrolment No.		Exam Centre Code (Where you wish to appear in Exam)	
Name of the Candidate (Leave one box empty between First Name, Middle Name and Surname)			
Address for Correspondence (Do not give Post Box No. address. Leave a blank box between each unit of address like House No., Street Name, P.O., etc.)			
City		District	
State		Pin Code	

COURSE OPTION:

Course codes for which appearing for the First time OR failed in the earlier TEEs including Practical Courses for BCA, MCA, BIT/ADIT/PGDLAN/BLIS Programme Fee @ Rs. 50/- PER COURSE				Course Code (Exam already taken in last TEE but result awaited on the date of submission of the exam form) (For result please visit IGNOU site www.ignou.ac.in) NO EXAM FEE TO BE PAID	
S.No.	Course Code	S.No.	Course Code	S.No.	Course Code
1.		9.		1.	
2.		10.		2.	
3.		11.		3.	
4.		12.		4.	
5.		13.		5.	
6.		14.		6.	
7.		15.		7.	
8.		16.		8.	

FEE DETAILS (Please write your Name & Enrolment No. at the back of the Draft)

Total No. of Courses	X 50	Total Amt.		1. Draft No.	
Practical Courses	X 50			Amount	
Late Fee				2. Draft No.	
TOTAL				Amount	
SIGNATURE OF THE STUDENT (within the Box only)				Date	
ISSUING BANK				Issuing Branch	
				Payable at	N E W D E L H I

DECLARATION

I hereby affirm that I have submitted/will submit all the required number of assignments as applicable for the above course(s) within the deadlines prescribed by the University to the appropriate authority for evaluation. I also affirm that my registration for the above course(s) is valid and not time barred. If any of my above statements are found to be untrue, I will have no claim for taking examination. I undertake that I shall abide by the rules and regulations of the University.

Date: _____

(Signature of the Student)

Dates for Submission of Exam Forms

FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE
1 March to 31 March	NIL	1 Sept to 30 Sept.	NIL
1 April to 20 April	Rs. 300/-	1 Oct to 20 Oct.	Rs. 300/-
21 April to 15 May*	Rs. 500/-	21 Oct to 15 Nov*	Rs. 500/-
16 May to 28 May*	Rs. 1000/-	16 Nov to 28 Nov*	Rs. 1000/-

* During these dates submit the examination form with late fee to concerned Regional Centre (For outside Delhi); For Delhi, submit to the Registrar (SED), Exam for these students will be conducted at Regional Centre city only.

Examination form without late fee can be submitted by Regd. Post/Speed Post alongwith the requisite fee (in the form of demand draft) at SE Division, IGNOU, Maidan Garhi, New Delhi - 110068 or at the concerned Regional Centre within the stipulated dates.

INSTRUCTIONS FOR FILLING UP THE EXAM FORM

1. Please send the examination form by Registered Post/Speed post and retain the proof of its mailing till you receive the Hall Ticket.
2. Students should submit the examination form only once for each Term-end Examination.
3. Examination fee @ Rs. 50/- per course in the form of demand draft drawn in favour of IGNOU and payable at New Delhi is required to be sent along with the Examination Form.
4. **It is advisable that students fill-up the examination form without waiting for the result of the previous examination. No Examination fee is required to be paid for the courses for which the student appeared in the preceding TEE and the result has not been declared on the date of submission of the Examination form.**
5. Term-end Examination result is also available on the university website i.e., www.ignou.ac.in. Please see the result status before filling examination form.
6. If you fail to receive Examination Intimation Slip one week before commencement of examination, you may visit our website www.ignou.ac.in and download Hall Ticket and report to Examination Centre with your Identity Card.
7. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre, the code of your chosen centre be filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated, you will be allotted another Examination Centre under the same Region.
8. Change of Examination Centre, once allotted, is not permissible under any circumstances.
9. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination. (For example ECO-01/MS-02.)
10. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.
11. Students are advised to enclose/forward only the Examination fee alongwith this form. Any other fee forwarded with the Exam fee will result in rejection of the Examination Form.
12. Student of BA/B.Com/BCA/BTS Programme can take examination for courses up to 48 credits and those of Management Programme can take examination for a maximum of 8 courses at a time.
13. Examination Form can also be submitted with the requisite fee (with or without late fee) within the stipulated dates at the respective Regional Centres.
14. Examination fee once paid will not be refunded/adjusted.



**STUDENT STUDENT REGISTRATION AND EVALUATION DIVISION
INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI – 110 068**

**RE-ADMISSION FORM FOR ALL PROGRAMMES
(other than MP & MPB - Details as shown in Table-A)**

**Dates for submission :
1st Aug. to 31st Oct.
or
1st Feb. to 30th April**

1. Name & Address of the student _____

E-mail: _____ Mob.No. _____

2. Programme Code :

3. Enrol.No.

--	--	--	--	--	--	--	--	--	--

4. Regional Centre Code :

--	--

5. Study Centre Code :

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6. Details of course(s) not completed for which re-admission is sought
(Enclose a separate Annexure if the Table below is insufficient).

S.No.	Course Code	Title of the Course	Credits	Course Fee (Rs.)
Total Rs.				

7. Details of re-registration for the missed year(s)/semester(s), if any:

Year(s)/ semester(s)	Course Code(s) of the missed year(s)/semester(s)	Re-registration fee Rs.

8. Total Fee (col.no.6+7) Rs. _____ enclosed vide Demand Draft No. _____
Date _____ of _____ (Name of Bank)
(DD should be drawn in favour of "IGNOU" payable at New Delhi)

Dated : _____

Signature of the student

Mail this Re-admission Form along with DD to Registrar, Student Registration Division, IGNOU, Maidan Garhi, New Delhi-110 068 on or before the last date mentioned above.

Note: Please retain a copy of this form for any future reference.

(P.T.O.)

RULES & GUIDELINES FOR RE-ADMISSION

CONTENTS

1. Re-admission is permissible in the following cases :
 - (a) Students who failed to complete the requirements in full or in part within the maximum span period prescribed.
 - (b) Students who failed to complete the requirement of attendance in practicals as prescribed in Programme curriculum within the maximum span period prescribed.
2. **Students who do not register for all years/semesters of a Programme and fail to pay the prescribed full Programme fee during the maximum duration of the Programme are also eligible for Re-admission, provided they pay full fee for the missed year(s)/ semester(s) as per rate applicable for the session for which they seek re-admission, in addition to the *pro-rata course fee for re-admission* as per rate given in Table-A for each of the course(s) they failed to successfully complete within the maximum period prescribed.**
3. Course fee paid for re-admission would be valid for a period of **six months/one year/two consecutive academic years or four consecutive semesters** only, as given below:
 - a) **Six months** - **for all Certificate Programmes of six months duration**
 - b) **One year** - **for all Diploma/PG Dip. Programmes of one year duration (including BLIS, MLIS, MADE etc.)**
 - c) **Two years** - **for all undergraduate and post-graduate programmes whose minimum duration is of 2 years and above.**
4. **The additional period indicated at point no.3 above will commence from the date of completion of the maximum duration of the Programme for which the registration was done initially.**
5. Students shall not be on rolls of the university beyond the additional period indicated at point no.3 above.
6. The credit earned by the student towards his/her courses and assignments successfully completed shall be retained for the revalidated period, provided the syllabus and methodology now in vogue are similar to the course(s) successfully completed earlier.
7. No study material will be supplied on re-admission. If the earlier study material is replaced, the student will be required to buy changed course material.
8. The students will be allowed to take re-admission in the old course(s) as long as the examination in the old course(s) is conducted by the University.
9. For the Programmes containing practical component, the norms of fee payable will be as decided by the respective Schools.
10. Students are required to pay the *pro-rata Re-admission fee* as per details given in Table-A, in lump sum, for all the courses they failed to successfully complete earlier. **Fee once paid will not be refunded under any circumstances.** Students of **BCA-MCA Integrated Programme** should pay the *pro-rata re-admission fee*, in lump sum, for all those courses of BCA as well as MCA that have not been successfully completed during the maximum duration of 8 years.
11. *Pro-rata fee* for Re-admission would be changed as and when the University revises the Programme fee for various Programmes.
12. Other conditions as prescribed by the University relating to the admission and re-admission shall remain the same.
13. The Demand Draft for Re-admission fee together with the re-registration fee of the missed year(s)/semester(s), if any, should be drawn in favour of IGNOU payable at New Delhi. Please write your Enrol. No., Name and Programme code and also the words '*Re-admission*' on the reverse of the DD.

P.S.

1. **Students can check their Re-admission status from the website (www.ignou.ac.in> STUDENTS ZONE> Admission> Registration Status> CHECK READMISSION Status >).**
2. **The following programmes have been wound-up and term-end examination will no longer be conducted in the old syllabus courses, hence re-admission not allowed:**
 - (i) **BCA(old sylb) [Jan.1996, Jan.1997 & Jan.1998 batches]**
 - (ii) **MCA(old syllabus) [pre-Jan. 2005 batches]**
 - (iii) **CIC (However Re-admss will be applicable for CIC-2 & CIC-5 for B.Com & CBS students)**
 - (iv) **BIT, (v) ADIT, (vi) MLIS (old sylb.) , (vii) BLIS (old sylb.) & (viii) B.Sc(N) (old sylb.)**

ADDRESSES OF REGIONAL CENTRES

List of Regional Centres with their Operational Areas

NAME OF THE REG. CENTRE	REGION CODE	ADDRESS OF THE REGIONAL CENTRE	OPERATIONAL AREA
HYDERABAD	01	DR.P.ASHOK KUMAR, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE PLOT NO 207 KAVURI HILLS, PHASE II, NEAR MADHAPUR PS, JUBILEE HILLS (P.O.) HYDERABAD - 500 033, ANDHRA PRADESH 040-40266470,40266471,402266478,040-4026 6479, 040-40266479, 040-40266759(FAX) hyd2_ignouch@sancharnet.in , chyderabad@ignou.ac.in	STATE OF ANDHRA PRADESH EXCEPT DISTRICTS COVERED UNDER RC VIJAYAWADA
PORT BLAIR	02	SH.S.SAUNAND, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE JNRM CAMPUS, PORT BLAIR-744104 ANDAMAN & NICOBAR ISLANDS 03192-242888,230111 rc_portblair@rediffmail.com , rcportblair@ignou.ac.in	ANDAMAN & NICOBAR ISLANDS
ITANAGAR	03	DR S J NEETHIRAJAN, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 'HORNHILL COMPLEX', 'C' SECTOR (NEAR CENTRAL SCH.), NAHARLAGUN ITANAGAR -791110, ARUNACHAL PRADESH 0360-2247536 / 2247538, 0360-2247537 rd_itanagar@rediffmail.com , ignou_itanagar@yahoo.com rd_itanagar@rediffmail.com	STATE OF ARUNACHAL PRADESH
GUWAHATI	04	DR.(MRS)VARDHINI BHATTACHARJEE REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, HOUSE NO 71,GMC ROAD, CHRISTIAN BASTI, GUWAHATI, ASSAM 0361-2343785,2343786,2343771, 0361-2343784 grcignou@sancharnet.in , rcguwahati@ignou.ac.in	STATE OF ASSAM
PATNA	05	DR.A.N.TRIPATHI, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE 2ND FLOOR, BISCOMAUN TOWER, WEST GANDHI MAIDAN,PATNA - 800 001, BIHAR 0612-2221538/ 2221541, 0612-2221539 rcpatna@gmail.com , rc05patna@gmail.com ignourcpatna@gmail.com	STATE OF BIHAR EXCEPT FOR THE DISTRICTS UNDER JURISDICTION OF RC- DARBHANGA
CHANDIGARH	06	DR ASHA SHARMA, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SCO-208 Sector-14 Panchkula-134109 Haryana ignouch@gmail.com , rcchandigarh@ignou.ac.in	CHANDIGARH U T.,DIST RUPNAGAR,PATIALA,MOHALI AND FATEHGARH SAHIB OF PUNJAB AND DIST PANCHKULA AND AMBALA OF HARYANA AND DIST UNA OF HIMACHAL PRADESH
DELHI 1	07	DR.RAM CHANDRA, REGIONAL DIRECTOR IGNOU Regional Centre J-2/1, Block B-1, Mohan Cooperative Industrial Estate Mathura Road, New Delhi - 110044 Phones : 011-26990082, 26990083	COVERING SOUTH DELHI& PART ON NEW DELHI MEHRAULI CHANAKYAPURI LODHI COLONY SOUTH EXTN R K PURAM VASANTKUNJ SAKET GREEN PARK LAJPAT G K MALVIYA

		<p>Fax : 011-26990084 Email : rcdelhi1@ignou.ac.in Website : www.ignourcdelhi1.in Working Days of the Regional Centre - Monday to Friday (9:30 am to 6:00 pm)</p>	<p>NAGAR BHOGAL ASHRAM HUZ KHAS MUNIRIKA OKHLA SANGAMVIHAR FRIENDS CLY BADARPUR DIST FARIDABAD OF HARYANA</p>
PANAJI	08	<p>DR M S PARTHASARATHY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, BEHIND CHODANKAR HOSPITAL, NEAR P&T STAFF QUARTERS, OFF MAPUSA-PANAJI ROAD POVORIM -403521, GOA 0-9444024242 MOB, 0832-2462315 mshparthasarathy@yahoo.com, rcpanaji@ignou.ac.in</p>	<p>STATE OF GOA & THREE ADJOINING DISTRICTS OF KARNATAKAI i.e DHARWARD,BELGAUM,UTTARA KANNAD AND SINDHUDURG (DISTRICT OF MAHARASHTRA)</p>
AHMEDABAD	09	<p>DR B RAJAGOPAL, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE OPP. NIRMA INSTT OF TECHNOLOGY SARKHEJ-GANDHINAGAR HIGHWAY CHHARODI, AHMEDABAD – 382481, GUJARAT 02717-242975, 02717-241579, 02717-241580 rcignouahd@yahoo.com, rcahmedbad@ignou.ac.in</p>	<p>STATE OF GUJARAT,UNION TERRITORY OF DAMAN,DIU, DADRA & NAGAR HAVELI</p>
KARNAL	10	<p>DR.ASHOK SHARMA, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, OLD GOVT. COLLEGE CAMPUS, RAILWAY STATION ROAD, KARNAL - 132 001, HARYANA 0184-2271514, 0184-2260075, 0184-2255738 ignourck10@bsnl.in, rckarnal@ignou.ac.in</p>	<p>STATE OF HARYANA (EXCEPT THE DISTRICTS OF PANCHKULA,AMBALA , FARIDABAD AND GURGAON)</p>
SHIMLA	11	<p>DR.D.B.NEGI, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, CHAUHAN NIWAS BUILDING, KHALINI, SHIMLA - 171 002 HIMACHAL PRADESH 0177-2624613,2624611, 2625843/ 2624612 0177-2624611, sml_ignoures@sancharnet.in, rcshimla@ignou.ac.in</p>	<p>STATE OF HIMACHAL PRADESH (EXCEPT DISTRICT UNA)</p>
JAMMU	12	<p>ER.K.K.BHAT, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, SPMR COLLEGE OF COMMERCE, AUROBINDO BLOCK 1ST FLOOR, CANAL ROAD, JAMMU - 180 001, JAMMU & KASHMIR 0191-2546529, 0191-2579572, 0191-2546995 jammurck12@rediffmail.com, rcjammu@ignou.ac.in</p>	<p>STATE OF JAMMU & KASHMIR (JAMMU REGION)</p>
BANGALORE	13	<p>DR. B.S.SUDHINDRA, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, NSSS KALYANA KENDRA, 293, 39TH CROSS, 8TH BLOCK, JAYANAGAR, BANGALORE - 560 070, KARNATAKA 080-26654747 / 26657376, 080-26639711 ignourcblr@gmail.com, rcbangalore@ignou.ac.in</p>	<p>STATE OF KARNATAKA EXCEPT THE DISTRICTS DHARWAD, BELGAM & UTTARA KANNADA</p>
COCHIN	14	<p>DR.K S D NAIR, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, KALOOR COCHIN - 682 017, KERALA 0484-2340203,2348189,230484-2533021, 0484-2533021,2330891, 0484-2340204 igrc14@vsnl.net, rccochin@ignou.ac.in</p>	<p>STATE OF KERALA EXCLUDING DISTRICTS MENTIONED UNDER RC TRIVANDRUM</p>

BHOPAL	15	DR. K.S. TIWARI, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE SANCHI COMPLEX, 3RD FLOOR OPP. BOARD OF SECONDARY EDN, SHIVAJI NAGAR, BHOPAL - 462 016, MADHYA PRADESH 0755-2578455, 0755-2578454 0755-2578452, 0755-2578454 ignoubhopal@rediffmail.com , rcbhopal@ignou.ac.in	STATE OF MADHYA PRADESH EXCEPT FOR DISTRICTS MENTIONED UNDER REGIONAL CENTRE JABALPUR
PUNE	16	DR (MS).KAMESHWARI MOORTY REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, 1ST FLOOR, MSFC BUILDING, 270, SENAPATI BAPAT ROAD PUNE - 411 016, MAHARASHTRA 020-256671867, 020-25671864 ignourcpune42@vsnl.net , rcpune@ignou.ac.in	STATE OF MAHARASHTRA - NANDURBAR, DHULE, JALGAON, A URANGABAD, NASIK, JALNA, AHM ADNAGAR, BID, PUNE, OSMANABA D, SOLAPUR, SANGLI, SATARA & KOLHAPUR (14 DISTRICT)
IMPHAL	17	DR. R.K. RANJIT SINGH, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, ASHA JINA COMPLEX, NORTH AOC, IMPHAL – 795001, MANIPUR 0385- 2421190 ,2421191, 0385-2421192 385-2421192, ignouimphal@rediffmail.com , rcimphal@ignou.ac.in , ignouimp@man.nic.in	STATE OF MANIPUR
SHILLONG	18	DR (MRS) DIDCY LALOO, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, SUNNY LODGE NONGTHYMMAI, NONGSHILLIANG SHILLONG - 793 003, MEGHALAYA 0364-2521117, 0364-2521271, 0364-2521271 ignou18@sancharnet.in , rd_shillong@rediffmail.com rcshillong@ignou.ac.in	STATE OF MEGHALAYA
AIZWAL	19	DR. S.R. ZONUNTHARA, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, LAL BULAIA BUILDING, M.G. ROAD, KHATLA (NEAR CENTRAL YMA OFF.), AIZAWL – 796001, MIZORAM 0389-2311693, 0389-2311692, 0389-2311789, rd_aizwal@rediffmail.com , rcaizawl@ignou.ac.in	STATE OF MIZORAM
KOHIMA	20	DR.T.IRALU, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, NH-39, OPP. DZUVURU, (MHON KHOLA), I.O.C. KOHIMA – 797001, NAGALAND 0370-2241903 / 2241904, 0370-2241905 rd_kohima@rediffmail.com , rckohima@ignou.ac.in	STATE OF NAGALAND
BHUBANESHWAR	21	DR S K TRIPATHY, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, C - 1, INSTITUTIONAL AREA BHUBANESHWAR - 751 013, ORISSA 0674-2301348 / 2301250/ 2301352, 0674-2300349 rcbhubaneswar@ignou.ac.in	STATE OF ORISSA (EXCEPT THE DISTRICTS MENTIONED UNDER RC KORAPUT AND GAJAPATI
KHANNA	22	DR SANTOSH KUMARI, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, I.T.I. BUILDING BULEPUR, (DISTRICT LUDHIANA), KHANNA – 141401, PUNJAB 01628- 229994/229993, 01628-237361, 01628-238284 ignoukhanna@yahoo.co.in , rckhanna@ignou.ac.in	STATE OF PUNJAB (EXCEPT DISTRICT RUPNAGAR, PATIALA MOHALI AND FATEHGARH SAHIB)

JAIPUR	23	DR.S N AMBEDKAR, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, 70/79, SECTOR - 7 PATEL MARG, MANSAROVAR JAIPUR - 302 020, RAJASTHAN 0141-2785750, 0141-2274292, 0141-2784043 ignou-raj@nic.in , rcjaipur@ignou.ac.in	STATE OF RAJASTHAN
GANGTOK	24	DR ILA DAS, REGIONAL DIRECTOR (I/C) IGNOU REGIONAL CENTRE, GAIRIGAON TADONG, PO SHUMBUK HOUSE GANGTOK – 737102, SIKKIM 03592-2311102,270923, 03592-270364, 03592-212501 rd_gangtok@rediffmail.com , rcgangtok@ignou.ac.in	STATE OF SIKKIM
CHENNAI	25	DR K PANNEERSELVAM, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, C.I.T. CAMPUS TARAMANI, CHENNAI - 600 113, TAMILNADU 044-22541919 / 22542727, 044-22542121, 044-22542828, rgnldirector@yahoo.in , rcchennai@ignou.ac.in	STATE OF TAMILNADU THE FOLLOWING DISTRICTS AND UNION TERRITORY OF PONDICHEERY CHENNAI,KANCHIPURAM,VELLO RE,CHENGALPAT,CUDDALORE,VI LLUPPURAM,SALEM,NAMAKKAL, PERAMBALUR AND TIRUVALLORE
AGARTALA	26	DR K S CHAKRABORTY, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, M.B.B. COLLEGE COMPOUND, P.O. AGARTALA COLLEGE AGARTALA – 799004, TRIPURA 0381-2516715 / 2516266, 0381-2516714 rd_agartala@rediffmail.com , rcagartala@ignou.ac.in	STATE OF TRIPURA
LUCKNOW	27	DR AMIT CHATURVEDI, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, B-1/33, SECTOR - H ALIGANJ, LUCKNOW - 226 024, UTTAR PRADESH 0522-2745114,09417966540522-2762410 (RCL / 23644530522-2364889, ignoulko@sancharnet.in rclucknow@ignou.ac.in	STATE OF UTTAR PRADESH (EXCEPT THE DISTRICTS UNDER RC VARANASI,RC ALIGARH AND RC NOIDA)
KOLKATA	28	DR SUJIT KUMAR GHOSH, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, BIKASH BHAWAN, 4TH FLOOR, NORTH BLOCK SALT LAKE, BIDHAN NAGAR, KOLKATA - 700 091, WEST BENGAL 033-23349850, / 23592719/ 23589323 (RCL) 033-23347576, ignourd28@yahoo.com , rd28cal@rediffmail.com , rckolkata@ignou.ac.in	STATE OF WEST BENGAL (EXCEPT THE DISTRICTS MENTIONED AGAINST RC SILIGURI & RC RAGHUNATHGANJ)
DELHI 2	29	DR SANJEEV PANDEY, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, GANDHI SMRITI & DARSHAN SAMITI, RAJGHAT, NEW DELHI - 110 002 011-23392375 / 23392376 / 23392377, 011-23392374 011-23392373, ignourd2@ngmail.com , rcdelhi2@ignou.ac.in	KARALA PRAHLADPUR BANAGAR LIBASPUR RAMA VIHAR RANI SULTAN PURI BUD VIHAR MANGOLPURI PITAMPURA JAHANGIR PURI JHARODA MAJA BURAI DR MUKHERJEE NAGAR MODEL TOWN SHAKURPUR COLONY GTB NAGAR ASHOK VIHAR SHASTRI NAGAR CIVIL LINES YAMUNA VIHAR NAND NAGRI BHR

SRINAGAR	30	DR MIRZA NEHAL AHMED, REGIONAL DIRECTOR/IC IGNOU REGIONAL CENTRE, MANTOO HOUSE RAJ BAGH, NEAR MASJID AL-FAROOQ SRINAGAR - 190 008, JAMMU & KASHMIR 0194-2311251, 0194-2311258, 0194-2311259 ignousgr@hotmail.com , rcsrinagar@ignou.ac.in	STATE OF JAMMU & KASHMIR (SRINAGAR & LADAKH REGION)
DEHRADUN	31	DR ANIL KUMAR DIMRI, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, NANOOR KHERA, TAPOVAN, RAIPUR ROAD, DEHRADUN - 248 001 UTTARANCHAL 0135-2789180, 0135-2789205, 0135-2789190 dimrianilk2002@yahoo.co.in , rcdehradun@ignou.ac.in	STATE OF UTTARANCHAL DISTRICTS OF SARANPUR, MUZAFFARNAGAR, BIJNOR DEHRADUN HARIDUAR, UTTARKASHI, SRINAGAR, RUDRAPRAYAG KOTDWAR, GOPESHWAR, BOAGESHWAR, PITHORGRAH, CHAMPAWAT, ALMORA, NANITAL, UDHAMSINGN AGAR, PURI
RANCHI	32	DR G N SHIV KUMAR, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, 457/A, ASHOK NAGAR, RANCHI – 834022, JHARKHAND 0651-2244688, 2244699, 0651-2244677, 0651-2244400 ignouranchi@yahoo.com , rdranchi@ignou.ac.in	STATE OF JHARKHAND
VIJAYAWADA	33	DR S MOHANAN, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, 1ST FLOOR, SKPVV HINDU HIGH SCHOOL, KOTHAPETHA VIJAYWADA 520 001, ANDHRAPRADESH 0866-25535959, 0866-2565253, 0866-2565353 ignourcvijaywada@gmail.com , rcvijaywada@ignou.ac.in	STATE OF ANDHRA PRADESH COVERING THE DISTRICTS OF SRIKAKULAM , VIZAINAGARAM, VISAKHAPTN M, EAST GODAVARI, WEST GODAVARI KHAMMAM, KRISHNA, GUNTUR, P RAKASHAM, NELLORE AND CHITTOOR
RAIPUR	35	DR H SANGEETA MAJHI, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, REST HOUSE & E.M. OFFICE HALL, SECTOR – 1, SHANKAR NAGAR RAIPUR – 492007, CHATTISGARH 0771-2428285 / 5056508, 0771-2445839, 0771-2445839 rcignou@cg.nic.in , rcraipur@ignou.ac.in	STATE OF CHHATTISGARH EXCEPT DISTRICTS OF DANTEWADA & BASTAR
NAGPUR	36	DR P SIVASWAROOP, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, GURUNANAK BHAWAN, NEAR NAGPUR UNIVERSITY AMARAVATI ROAD, NAGAPUR 440033 09657339936 (MOB), rcnagpur@ignou.ac.in	STATE OF MAHRASHTRA COVERING DISTRICTS AMRAVATI, BULDHANA, AKOLA, WASHIM, HINGOLI, PARBHANI, NANDED, YA VATMAL, WARDHA, CHANDRAPU R, NAGPUR, BHANDARA, GONDIA, G ADCHIROLI (14 DISTRICTS)
JORHAT	37	DR MAGUNI CH. BEHRA	
DELHI 3	38	Dr Manoj Kumar Dash Regional Director IGNOU Regional Center, Delhi III, Dwarika F-634-636, Palam Extension Ram Phal Chowk New Delhi 110 045 Mob. No.: 0-9717801895 rcdelhi3@ignou.ac.in	MUNDKA NANGLOI JAT PEERAGRHI PUNJABI BAGH BAKARWALA MEERA BAGH MOTINAGAR TILAK NAGAR TILANGPUR KOTLA VIKASPURI SUBHASH NAGAR UTTAM NAGAR JANAKPURI NAZAFGARH MAHAVIR ENC. SAGARPUR DWARKA PALAM PALAM FARMS KAPASERA DHAULA KUAN NARAINA DIST OF GURGAON

NOIDA	39	DR GULAB JHA, REGIONAL DIRECTOR C-53, SECTOR-62, INSTITUTIONAL AREA NOIDA – 201305, UP Phone : 0120-2405012, 2405014 Tele Fax : 0120- 2405013 email : rcnoida@ignou.ac.in	DISTRICTS OF GAUTAM BUDH NAGAR GHAZIABAD MEERUT BAGHPAT AND BARAUT
TRIVANDRUM	40	DR B SUKUMAR, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, MEPRAM MANSION CHEKKALAMUKKU, SREEKARIYAM TRIVANDRUM -695017 0944750581 (MOB), ignourctrivandrum@gmail.com rctrivandrum@ignou.ac.in	THIRUVANANTHAPURAM, KOLLAM & PATHANAMTHITTA (DISTRICTS OF KERALA & KANYAKUMARI DISTRICT OF TAMILNADU
JABALPUR	41	DR S SRINIVAS, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, 2ND FLOOR, RAJSHEKHAR BHAVAN, RANI DURGAVATI VISHVAVIDYALAYA, CAMPUS, PACHPEDHI JABALPUR – 482001, MADHYA PRADESH 0761-2609269,6533569, 0761-2600411 0761-2609919, ignoujabalpur@hotmail.com rcjabalpur@ignou.ac.in , website:www.ignoujabalpur.in	STATE OF MP COVERING DISTRICTS OF JABALPUR,NARSIMHAPUR, CHHINDWARA,SEONI,BALAGHAT MANDLA,DINDORI,SHAHDOL,UM ARIA, KATNI,SIDHI SINGRAULI AND ANUPPUR
RAJKOT	42	DR S GANESHAN, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, SAURASHTRA UNIVERSITY CAMPUS, RAJKOT – 360005, GUJARAT 0281-2572988, subrcrajkot@yahoo.co.in rcrajkot@ignou.ac.in , website:www.ignourajkot.org	STATE OF GUJRAT COVERING THE DISTRICTS OF RAJKOT,KACHCHH,JAMNAGAR,P ORBANDER,JUNAGADH, AMRELI,BHAVNAGAR,SURENDRA NAGAR & DIN
MADURAI	43	DR M SHANMUGHAM, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, CSI INSTITUTIONAL CAMPUS, TPK ROAD (NH -7) PAUMALAI MADURAI – 625004, TAMIL NADU 0452-2380733,2380387, 0452-2370588 ignoumadurai@yahoo.co.in , rcmadurai@ignou.ac.in	DISTRICTS OF TAMILNADU BATORE NILGRIS,ERODE,KARUR, TANJAVUR, MADURAI,DINDIGUL, TENI,VIRUDUNAGAR,RAMANATH APURAM,SIVAGANGA,PUDUKKU TTAI,THIRUPPUR TIRUNELVELI TUTICORIN & TRICHI
KORAPUT	44	DR ABHILASH NAYAK, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, DISTRICT AGRICULTURE OFFICE RD, BEHIND PANCHAYAT BHAVAN, KORAPUT –764020, ORISSA 06852-252982,06852-251535, ignou_koraput@rediffmail.com, rckoraput@ignou.ac.in	KORAPUT,NABARANGPUR,RAYA GADA,MALKANAGIRI,BALANGIR, SONEPUR, ALAHANDI,NUAPADA, BOUDH,PHULBANI (PART OF ORISSA) GAJAPATI, SRIKAKULAM (PART OF AP),DANTEWADA, BASTAR (PART OF CG)
SILIGURI	45	DR YONAH BHUTIA, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, NETAJI MORE SUBHAS PALLY, SILIGURI - 734001 WEST BENGAL, 0353-2526818, 0353-2526819, ignourcsiliguri@yahoo.com , rcsiliguri@ignou.ac.in	STATE OF WEST BENGAL COVERING DISTRICTS OF JALPAIGURI,DARJILING,KOCHBIH AR,UTTAR DINAJPUR, DAKSHIN, DINAJPUR (PART OF W B)
DARBHANGA	46	DR S S SINGH, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, LALIT NARAYAN MITHLA UNIV.CMPS, KAMESHWARANAGAR, NEAR CENTRAL BANK, DARBHANGA-846004 BIHAR 06272-253719, 06272-251833, sredarbhang@yahoo.com , antripathi29@rediffmail.com , rcdarbhang@ignou.ac.in	STATE OF BIHAR COVERING DISTRICTS OF PASCHIM CHAMPARAN, GOPALGANJ, SIWAN, SARAN,PURBI CHAMPARAN, SHEOHAR, MUZAFFARPUR, VAISHALI, SITAMARHI, MADHUBANI, DARBHANGA, SAMASTIPUR, BEGUSARAI, SUPAUL,SAHARSA, KHAGARIA

ALIGARH	47	DR A M SAKLANI, REGIONAL DIRECTOR I/C IGNOU REGIONAL CENTRE, 3/310, MARRIS ROAD, ALIGARH-202001, UTTAR PRADESH 0571-2700120,2701365, rcaligarh@ignou.ac.in	DISTRICT OF UTTAR PRADESH ETAH,KASGANJ,FIROZABAD,RAM PUR,ALIGARH,HATHRAS,BADAU N,AGRA,BULANDSAHAR ,MORADABAD,MANPURI,ETAWA H, MATHURA & J P NAGAR
VARANASI	48	DR MANORMA SINGH, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, GANDHI BHAWAN B.H.U. CAMPUS, VARANASI-221005, U.P. 0542-2368022,2368622, 0522-2364893, 0542-2317383 revaranasi@ignou.ac.in	DISTRICT OF AMBEDKAR NAGAR,SANTKABIRNAGAR, MAHARAJGANJ,JAUNPUR,BALLIA AZAMGARH,GORAKHPUR, DEORIA,KUSHINAGAR,SANT RAVIDAS NAGAR MIRZAPUR, VARANASI,GHAZIPUR,MAUNATHB HANJAN CHANDAU,SONBHADRA
MUMBAI	49	DR M RAJESH, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, OM LEVA VIKAS NIKETAN, NANEPADA ROAD,MULUND (E) MUMBAI -81, 022-25633159 ignourcmumbai@gmail.com , rcmbai@ignou.ac.in	FOUR DISTRICTS OF MAHARASHTRA MUMBAI,THANE, RAIGARH AND RATNAGIRI
RAGHUNATHGANJ	50	DR S RAJA RAO, REGIONAL DIRECTOR IGNOU REGIONAL CENTRE, C/O RC KOLKATTA BIKASH BHAWAN, 4TH FLOOR NORTH BLOCK SALT LAKE, BIDHAN NAGAR, KOLKATA WEST BENGAL 033-23349850/23592719, 05222364889	DISTRICT MURSHIDABAD MALDA AND BIRBHUM

Appendix - II

LIST OF STUDY CENTRES

S. NO	RC CODE	REGIONAL CENTRE	SC CODE	SC NAME	NAME & ADDRESS
1.	26	AGARTALA	2601	TRIPURA UNIVERSITY	DR. SHYAMLAL DAS, COORDINATOR IGNOU STUDY CENTRE, TRIPURA UNIVERSITY, UNIVERSITY CAMPUS AGARTALA, TRIPURA-799004
2.	09	AHMEDABAD	0952-P	M. G SCIENCE INSTITUTE	M. G SCIENCES COLLEGE, NAVRANGPURA, AHMEDABAD-380009, Prof B.K.Jain, Principal MGS tel 079 26300242 Cell 94260 24656 and mail info@mgscience.ac.in
3.	47	ALIGARH	2702	ST. JOHN'S COLLEGE	DR. P.N. ASTHANA, COORDINATOR IGNOU STUDY CENTRE, ST. JOHN'S COLLEGE, AGRA FORT, AGRA, UTTAR PRADESH-282002
4.	27	ALIGARH	2714	HINDU COLLEGE	DR. V.K.VATSA, COORDINATOR, IGNOU STUDY CENTRE, HINDU COLLEGE, STATION ROAD, MORADABAD, UTTAR PRADESH-244001
5.	13	BANGALORE	13127P	INDIAN ACADEMY DEGREE COLLEGE	DR. R SENTHIL KUMAR PROGRAMME INCHARGE IGNOU PROG STUDY CENTRE, BANGALORE Phone (off) 080-22022911, Mobile: (0) 9242150843 E-mail : iadc@iadcollege.com Website : http://www.iadcollege.com
6.	15	BHOPAL	1506	HOLKAR SCIENCE COLLEGE	HOLKAR SCIENCE COLLEGE, INDORE
7.	31	DEHRADUN	2754	Dr. PDB GOVT. P.G. COLLEGE	Dr. PDB GOVT. P.G. COLLEGE, KOTDWARA (GARWAL), PAURI DISTRICT (GARWAL)-246149, UTTRAKHAND
8.	31	DEHRADUN	2749	S.D COLLEGE	S.D COLLEGE, BHOPA ROAD, MUZAFFR NAGAR- 251001, UTTRAKHAND
9.	33	DELHI	38001	ARBRO PHARMACEUTICALS LTD	DR. DEEPAK BAHNOT, PIC, ARBRO PHARMACEUTICALS LTD, KIRTI NAGAR, NEW DELHI Ph. 09958398884
10.	04	GUWAHATI	04177	ARYA VIDYAPEETA COLLEGE	DR. (MRS.) VARDHINI BHATTACHARJEE REGIONAL DIRECTOR GUWAHATI REGIONAL CENTRE-781016 Ph: 0361-2343771/2343783/2343785/2343786 0361-2343784 (Fax) e-mail: vardhiniyerbh@gmail.com
11.	41	JABALPUR	15012P	MATA GUJRI MAHILA MAHAVIDYALAYA	MATA GUJRI MAHILA MAHAVIDYALA, JABALPUR
12.	41	JABALPUR	1502	RANI DURGAWATI UNIVERSITY	RANI DURGAWATI UNIVERSITY, JABALPUR
13.	01	HYDERABAD	0111	AURORA'S DEGREE COLLEGE,	AURORA'S DEGREE COLLEGE, CHIKKADPALLY, HYDERABAD -500020

14.	23	JAIPUR	2328	SETH G.B. PODAR COLLEGE	SETH G.B. PODAR COLLEGE, NAWALGARH
15.	12	JAMMU	1232	GOVT. M.A.M. COLLEGE	PROF. SUBHASH CHANDER SHARMA COORDINATOR, IGNOU STUDY CENTRE GOVT. M.A.M. COLLEGE, JAMMU JAMMU & KASHMIR
16.	28	KOLKATA	28124 P	A.P.C. COLLEGE	DR. JOYDEV CHANDRA HAZRA PROG IN CHARGE, IGNOU PROGRAMME STUDY CENTRE, A.P.C. COLLEGE, NEW BARRACKPORE, NORTH 24 PARGANAS KOLKATA-700131 PH:033-25378797/25373297
17.	27	LUCKNOW	2720	LUCKNOW CHRISTIAN COLLEGE	DR. P.P. SINHA, COORDINATOR IGNOU STUDY CENTRE LUCKNOW CHRISTIAN COLLEGE DEPTT. OF CHEMISTRY LUCKNOW, UTTAR PRADESH-226018
18.	43	MADURAI	2504	BISHOP HEBER COLLEGE	DR. J.GODWIN PREMSINGH, COORDINATOR, IGNOU STUDY CENTRE BISHOP HEBER COLLEGE, P O BOX 615 TIRUCHIRAPALLY, TAMILNADU-620017
19.	36	NAGPUR	36009 P	INSTITUTE OF SCIENCE	DR. Mrs.R. BATRA PROGRAMME INCHARGE IGNOU PROGRAMME STUDY CENTRE INSTITUTE OF SCIENCE, R.T ROAD, CIVIL LINES NAGPUR-440001 MAHARASHTRA PH:0712-2565581, 09823038558
20.	39	NOIDA	2739	GOVT. P.G. COLLEGE NOIDA	GOVT. P.G. COLLEGE NOIDA 1-1 SECTOR 39, NOIDA -201303, U.P. IGNOU Study centre (2739) 0120-2500938 UPRTOU Study centre(S-20) 0120-2575233 NRC 0120-2500433 Fax: 0120-2575115
21.	40	THIRUVANANTHAPURAM	1404	CATHOLICATE COLLEGE	IGNOU STUDY CENTRE, CATHOLICATE COLLEGE, PATHANAMTHITTA-689645, KERALA
22.	48	VARANASI	2708	UDAI PRATAP P G COLLEGE	DR. PADAMAKAR SINGH, COORDINATOR IGNOU STUDY CENTRE, UDAI PRATAP PG COLLEGE, VARANASI, UTTAR PRADESH - 221002
23.	33	VIJAYAWADA	0103	KBN COLLEGE	IGNOU STUDY CENTRE, KOTHAPETA, VIJAYAWADA 520001, ANDHRA PRADESH
24.	33	VIJAYAWADA	148	KAVITHA MEMORIAL DEG. COLLEGE	KAVITHA MEMORIAL DEG. COLLEGE KHAMMAN
25.	84	VISHAKHAPATNAM	To be given	MVR DEGREE COLLEGE	MVR DEGREE COLLEGE, GAJUWAKA, VISHAKHAPATNAM

Appendix III

BANKS & BRANCHES DESIGNATED TO COLLECT THE FEE IN CASH FROM IGNOU STUDENTS

A- Indian Bank

1. New Delhi

106.& 107 Aurbindo Place, Hauz Khas,
New Delhi-110016
011-26963543, 26562973.

G-27, DDA Community Centre, Near Sonia Cinema,
Vikas Puri, New Delhi-110018,
011-2597250

1336, Arya Samaj Road, Karol Bagh,
New Delhi-110005

011-25721486, 25739821

D-1/1, Rana Partap Bagh,
New Delhi-110007.

011-27002540, 27231401

33, Partap Nagar, Mayur Vihar, Phase-I,
New Delhi-110092

011-22750845, 22757391

2. Chennai

41-42, First Main Road, Gandhi Nagar,
Adyar, Chennai-600020

Ph.: 044-24912616, 24413430

3. Hyderabad

3-6-943/2A, 1st Floor, Narayanguda, Hyderabad,
Andhra Pradesh-500029

Ph.: 23224575, 23225373

4. Pune

495, Mantri Heights, Shaniwar Peth,
Pune, Maharashtra-411030

Ph.: 020-24452673, 24450907

5. Patna

P.B. No. 627, Jhauganj, Patna City,
Bihar-800008

Ph.: 0612-2265814

6. Karnal

Guru Tegh Bahadur Market, G.T. Road, Karnal
Haryana-132001

Ph.: 0184-2272139

7. Thiruvanthapuram

P.B. No. 45, Indian Bank Towers, M.G. Road,
Thiruvanthapuram, Kerala-695001

Ph.: 0471-2461058, 2471378

8. Pondichery

288, M.G. Road, Pondicherry-605001

Ph.: 0413-2336403, 2221299

9. Ahmedabad

P.B. No. 275, Mission Road, Bhandra,
Ahmedabad-380001

Ph.: 079-25506641, 25506583

10. Jaipur

Mirza Ismail Road, Jaipur, Rajasthan-302001

Ph.: 0141-2366603, 2368204

11. Chandigarh

SCO 38-39, Madhya Marg, Sector 7C,
Chandigarh-160019

Ph.: 0172-2793225

12. Mumbai

11/12, Madhav Nagar, S V Road, Andheri (West),
Mumbai, Maharashtra-400058

Ph.: 022-26205900, 26205800

13. Guwahati

S.S. Road, Lakhotia, Guwahati, Kamrup Distt.,
Assam-781001

Ph.: 0361-2540529, 2548805

14. Lucknow

1-2, Ashok Mart, Lucknow, Uttar Pradesh-462001

Ph.: 0522-2280496, 2280098

15. Bhopal

473, Hamidia Road, Bhopal Madhya Pradesh-462001

Ph.: 0755-2730045

16. Shimla

17, The Mall, Shimla, Himachal Pradesh-171001

Ph.: 0177-2658133

17. Kolkata

P.B. No. 717,3/1, R.N. Mukharjee Road, Shree Ram
Chambers, Kolkata, West Bengal-700001

Ph.: 033-22482597, 22484325

18. Bhubneshwar

32, Janpath, Ashok Nagar, Unit-II, Bhubneshwar,
Khurda

Distt., Orissa-751009

Ph.: 0674-2531645

19. Bangalore City

P.B. 9725, 10 K.G. Road, Bangalore

Ph.: 080-22263162, 2223163, 22263164

20. Khanna

G T Road (Near Old Bus Stand), Khanna, Ludhiana
District, Punjab-141401

Tel: 01628-334817

21. Shillong

G. S. Road Burra Bazaar, Shillong, East Khasi Hills,
Meghalaya 793002

Tel: 0364-2243408

22. Agartala

Amulya Market, Mantribari Road, Agartala,
West Tripura Dist, Tripura

Tel: 0381-2326642

23. Siliguri

Hillcart Road,

Air View Moor Siliguri.

B- IDBI Bank

1. Ahmedabad

Lal Bungalow. Off. C.G. Road,
Ahmedabad-380006
Ph.: 079-26431902/1296

2. 23-25, Ruda Square, Nr. Judges Bungalow,
Bodakdev, Ahmedabad-380015
Ph.: 079-26872345, 268730024

3. Aishwarya Complex, Yash Kunj Society, Prabhat
Chowk, Ghatlodia, Ahmedabad-380061
Ph.: 079-27430337, 27430344

4. Bangalore

26/1 Sowbhagya Complex, 24th Mian,
5th Phase, J.P. Nagar, Sarraki Lake,
Bangalore-560078 :6595777, 26595800

5. IDBI House, 58 Mission Road,
Bangalore-560027

6. Bhopal

Plot No. 43, Opposite Rang Mahal,
New Market, T. T. Nagar, Bhopal-462003

7. Bhubaneshwar

IDBI House, Janpath, Unit IX, Bhubaneshwar-751022
Ph.: 044-2541695

8. Chennai

P.M. Towers, 37, Greams Road,
Chennai-600006
Ph.: 044-28292371/72n3n4

9. Soan Building, 37, C.P. Ramaswamy Road,
Alwarpet, Chennai-600018
Ph.: 044-24661204/7

10. Nelson Towers, New No. 15, Nelson Manickkam
Road, Chennai-600029
Ph.: 044-23745802-05

11. Cochin

Near Padma Theater, M.G. Road, Cochin-682035
Ph.: 0484-2382519-21

12. Dehradun

59/4, Rajpur Road, Dehradun-248001, Uttranchal
Ph.: 0135-2744477/2741225-27

13. Hyderabad

Mahavir House, Basheerbagh Square, Hyderabad-29
Ph.: 040-23260000, 23228517, 23222688

14. Plot No.9, Near L. V. Prasad Eye, Hospital, J.R.
House, Road No.2, Banjara Hills, Hyderabad-500034
Ph.: 040-23548762n9i83

15. Jaipur

D24, Durlabh Niwas, C Scheme, Jaipur
Ph.: 0141-2367929/30/379955

16. Kolkata

Siddha Point, Ground Floor, 101 Park Street,
Kolkata- 700016
Ph.: 033-22175040/5003/5008

17. Mookerjee House, 17 Brabourne Road, Kolkata-01
Ph.: 033-22437964/65/66/67

18. Lucknow

15, Ashoka Marg, Lucknow-226001
Ph.: 0522-2287104/105/287259

19. New Delhi

1/6 Sirifort Institutional Area, Khel Gaon Marg, New
Delhi 110049
Ph.: 011-26499681-85

20. Surya Kiran Building, Ground Floor,
19, K.G. Marg, New Delhi-110001
Ph.: 011-23357800/01/02

21. J-13/17, Rajouri Garden, New Delhi-110027
Ph.: 011-25911478/82/83

22. Plot No. 8m C D Block. Local Shopping Centre,
Pitampura,
Delhi-110034
Ph.: 011,27314623, 27312625, 27315629

23. IFCI Tower, 61, Nehru Place, P.B. No. 4499,
New Delhi-11 0019
Ph.: 011-6231169/3415

24. Khasra No. 550, Vasant Kunj Road, Mahipalpur
Ph.: 011-26787116, 26787118

25. Faridabad

Ground Floor, SCO-99, Sector-16, Faridabad
Ph. : 0129-25225128/29,25225027

26. Ghaziabad

C-78, Raj Nagar District Centre, Raj Nagar,
Ghaziabad- 201001
Ph.: 01220-24753000, 24755408/09

27. Gurgaon

Sikanderpur Brach, Mehrauli-Gurgaon Road,
Sikanderpur, Gurgaon-122002
Ph.: 0124-26357449.

28. Patna

Kashi Palace Complex, Oak Bungalow Road,
Opp. Heera Palace, Patna
Ph.: 0612-2204141

29. Pune

Dynaneshwar Paduka Chowk,
Fergusson College Road, Pune-411004
Ph.: 020-25678585

30. Plot No. 128, Ground Floor, Blue Hills Avenue,
Kalyani Nagar, Nagar Road Yerawada, Pune-411 006
Ph.: 020-6612036/37/38 .

31. Rajas Apt, Plot No. 13, Abhimanshree Road,
Off Baner Road, Aundh, Pune-411007
Ph.: 020-25893535-36

32. Ranchi

Arjan Place, 5, Main Road, Ranchi-834001 Ph.: 0651-
2315984, 2315971, 2315980

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Associated School :School of Sciences, SOS
Programme Coordinator:Dr. Lalita S. kumar and Prof. J.A. Farooqi
Fee & Duration : Rs.7000/-,Min. 1 year Max. 3 years

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About The Programme

Post Graduate Diploma in Analytical Chemistry (PGDAC) is a continuing education programme aimed for the enhancement of skills of the chemists employed in Industry, Research & Development and National Laboratories. It is also useful for all those Science Graduates who are aspiring to get employment in these labs. The main objectives of the programme are to provide training in modern analytical techniques to the learners and provide appropriate theoretical background and develop practical skills for analysing materials even in trace amounts using modern analytical methods and instruments.

Who May Take the Programme

Events & Announcements

- Programme Announcements:
 - Datesheet December'2010 **NEW!**
 - The Term End Exam papers of MCH-001, MCH-001 and MCH-003 courses for June 2010 are uploaded **NEW!**
 - The experiments of the MCHL-003 lab course are uploaded **NEW!**
 - The experiments of the MCHL-004 lab course are uploaded

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